

Dear Applicant,

Please take some time out to answer some questions

1. Describe you working status? If you are currently working, why are looking for a new job?
If you are currently not working, why did your job end?

2. Describe you ideal job and describe you experience and goals.

3. Did you do the following:

Back office duties

a. Sealant:-----	No	Rarely	Often	Daily
b. Place/remove rubber dam:-----	No	Rarely	Often	Daily
c. Keep track of supply:-----	No	Rarely	Often	Daily
d. Maintain equipment:-----	No	Rarely	Often	Daily
e. Take impression:-----	No	Rarely	Often	Daily
f. Pour cast:-----	No	Rarely	Often	Daily
g. Go over treatment prior to starting:	No	Rarely	Often	Daily
h. Give post operative instructions:----	No	Rarely	Often	Daily
i. Place matrix/wedges:-----	No	Rarely	Often	Daily
j. Give oral hygiene instruction:-----	No	Rarely	Often	Daily
k. Do prophy:-----	No	Rarely	Often	Daily

Front office duties

a. Make phone calls to talk to patients:	No	Rarely	Often	Daily
b. Take payments:-----	No	Rarely	Often	Daily
c. Check insurances:-----	No	Rarely	Often	Daily
d. Go over treatment plan:-----	No	Rarely	Often	Daily
e. Schedule appointments:-----	No	Rarely	Often	Daily
f. Check patients in:-----	No	Rarely	Often	Daily

4. Is the following updated: Expiration date/last date taken
- a. RDA license:-----
 - b. CPR:-----
 - c. Bloodborne/Infection control:-----
 - d. Dental practice act:-----
 - e. Others:-----

5. What are you looking for in a job position?:
- a. Salary per hour:-----
 - b. Part time/full time:-----
 - c. Type of benefits:-----

6. This position is for a front desk/back position. We are located Vacaville Pediatric Dentistry: 1360 Burton Drive, Suite 120, Vacaville, CA 95687. We are open Tuesday-Friday 8:30-5:00pm. With every other Mondays half day. (~ 32-40 hours a week) Would this work for you?

- What days and hours are you available to work?

7. Please list 3 references, how you know the person, email, address:

8. Do you have any questions about position/office or anything you want to address?

Thank you so much for taking you time out to fill out this form.

Vacaville Pediatric Dentistry