

Donna Lang-Rice, PT, DPT, Cert. MDT
Katie Chevalier, PT, DPT, Cert. MDT
Mitchelle Doyon, PT, DPT, ATC, Cert. MDT
Maria Dalton, PTA
Jody Krajcik, PTA

689 Gilford Avenue, Gilford, NH 03249 | Phone: (603) 528-4152 | Fax: (603) 528-1591

Job Application – High School Student

Position: Front Desk, Second Receptionist

The front desk staff at Gilford Physical Therapy & Spine Center play a vital role in the success of our business. The main goal of both the clinical staff and the front desk staff is to help our patients achieve the highest level of success in outpatient physical therapy.

We treat many different types of patients here at Gilford Physical Therapy & Spine Center: auto accident injuries, post-surgical patients, athletes, injured workers, senior citizens, and others. At the front desk, it is our goal to assist these patients in getting the care they need when they need it, in a friendly, accommodating manner.

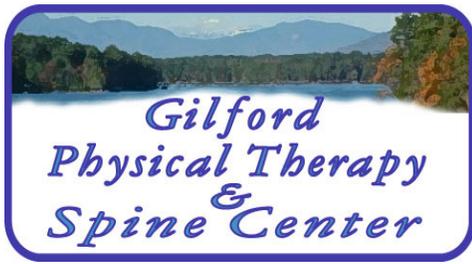
Position Description: The second receptionist will be working alongside the front office manager and first receptionist, assisting with answering phone calls, sending faxes, retrieving and filing of medical records, collecting payments, word processing, and scheduling patients. Cleaning is also a crucial part of the second receptionist's daily job duties. Cleaning duties include doing laundry, disinfecting surfaces, cleaning bathrooms, organizing the treatment rooms and gym, and vacuuming the clinic each day. Each shift allows ample time to accomplish the day's tasks. Once the training period for the position has ended, the employee will be expected to work the last hour to hour-and-a-half of the day unsupervised a few times per week.

Schedule: The second receptionist position's hours are typically Monday through Thursday from 2:30pm – close. Closing time is usually between 5:30pm and 7:00pm, depending on the day's schedule. There may be some variation in scheduling during inclement weather or vacation times. If the second receptionist is a student, some variation to the start time may be made to accommodate the student's school schedule.

Requirements: Gilford Physical Therapy & Spine Center strives to maintain a positive and welcoming environment at all times for the benefit of the patients and staff. Because the front desk staff are the first to greet the patients when they come into the building or call, a friendly voice, welcoming smile and professional attitude are important qualities for the front desk staff to cultivate. An ideal candidate would be able to work diligently with minimal supervision once the training period has ended.

We encourage the front desk staff to dress in a clean, modest manner appropriate for an active workplace. Employees may occasionally need to bend forward to help patients get up from a chair or climb a stepstool to reach a shelf – dress should be appropriate for these activities. We do not permit the wearing of denim/jeans.

If this position interests you, please continue to fill out the application. We thank you for your interest in joining our team! Please drop off your application at the front desk or email to apply@gilfordphysicaltherapy.com.



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Name: _____ Date: _____

Phone Number: _____ Email: _____

Address: _____

School: _____ Town: _____

Availability: Please fill in the schedules according to the earliest time you can come in each day and the latest you can work, one calendar each for the school year and the summer/vacation time. The earliest we open is 8:00am, and the latest we ever close is 7:00pm. Although your schedule should remain the same as described on page 1, we may occasionally ask you to fill in for a sick employee or someone who is on vacation if you are able to do so.

Please fill out your availability to work during the school year:

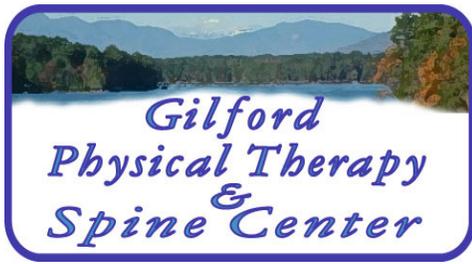
	Time in	Time out	Additional Comments
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Please fill out your availability to work during summer and school vacations:

	Time in	Time out	Additional Comments
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Are you involved in any extracurricular activities? If yes, please list them: _____

Do you have any upcoming activities, vacations, internships, jobs, or any other obligation that may interfere with your ability to work the schedule outlined on page 1? If yes, please describe: _____



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Why are you interested in working at Gilford Physical Therapy & Spine Center? _____

What are your education & career goals? _____

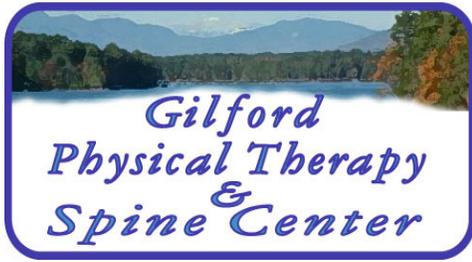
What do you feel are your best qualities? _____

If hired, when could you start? _____

Please list any previous work experience below: _____

Please give two character references. Please tell us how you are acquainted with them and how to contact them. _____

END of application. Next page office use only.



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OFFICE USE ONLY

Comments: _____

- Greet & tour
- Review schedule
- Review duties
- Meet Donna
- Typing test