

Employment application

Date: _____

Last name: _____ First name: _____ M/I: _____

Street address: _____ City: _____

State: _____ ZIP: _____ Telephone no.: _____

Social Security no.: _____

Employment Desired	Position	FT/PT	Date available	Salary desired
--------------------	----------	-------	----------------	----------------

Are you employed currently? Yes No

If so, may we contact your current employer? Yes No

Have you ever applied to this office before? Yes No When: _____

Education	Name and location of schools	Did you graduate?	Subjects studied
High School		Y/N	
College(s)		Y/N	
Trade, business, corresp. school		Y/N	
Continuing education or special training (please specify)			
<hr style="border: none; border-top: 1px solid black;"/> <hr style="border: none; border-top: 1px solid black;"/> <hr style="border: none; border-top: 1px solid black;"/>			

Experience: Indicate years (list other relevant experience in the blank spaces).	<input style="width: 20px; height: 20px;" type="text"/>	Typing	<input style="width: 20px; height: 20px;" type="text"/>	Collections	<input style="width: 20px; height: 20px;" type="text"/>	Injections
	<input style="width: 20px; height: 20px;" type="text"/>	Filing	<input style="width: 20px; height: 20px;" type="text"/>	Supervision	<input style="width: 20px; height: 20px;" type="text"/>	Venipuncture
	<input style="width: 20px; height: 20px;" type="text"/>	Phones	<input style="width: 20px; height: 20px;" type="text"/>	Accounts payable	<input style="width: 20px; height: 20px;" type="text"/>	BPs., hts., wts.
	<input style="width: 20px; height: 20px;" type="text"/>	Scheduling	<input style="width: 20px; height: 20px;" type="text"/>	General ledger	<input style="width: 20px; height: 20px;" type="text"/>	
	<input style="width: 20px; height: 20px;" type="text"/>	Insurance billing	<input style="width: 20px; height: 20px;" type="text"/>	Profit and loss	<input style="width: 20px; height: 20px;" type="text"/>	
	<input style="width: 20px; height: 20px;" type="text"/>	Computer	<input style="width: 20px; height: 20px;" type="text"/>	Back office	<input style="width: 20px; height: 20px;" type="text"/>	

Continues →

Employment application *(continued)*

Employment History

(List last position first)

From	To	Employer's name, address & phone no.	Position and salary	Reason for leaving

References Name, address, and phone number	Business name	Years acquainted

Have you ever been convicted of a felony? If yes, please explain. (Use the back of this sheet if necessary.)

I authorize all persons and companies named above and others determined appropriate, except my present employer if so noted, to furnish any information regarding me whether or not it is on their records, and hereby release them from all liability for damage for providing the information. In addition, I understand that a routine inquiry may be made to validate the information I have placed on this application. Upon my written request, additional information as to the nature and scope of the inquiry, if one is made, will be provided to me. I further understand that any employment offered to me will not be for any definite period of time and is subject to termination, with or without cause, by the employer or at my own election at any time for any reason. I understand that my employment is at will and that this policy cannot be changed except in a written document signed by an authorized officer of the company and also signed by me.

Date: _____ Signature: _____

DO NOT WRITE BELOW THIS LINE

Interviewed by:		
Remarks:		
References checked, dates:		
Date hired:	Will report to:	
Position:	Salary:	First review date: