

# Employment Application

\*Please print clearly.

\*Please respond to **All** inquires on this application completely.

\*If a question does not apply to your circumstances, respond "Not Applicable" or "N/A" instead of skipping the question.

## Personal Information:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Phone Numbers: Home: (    ) \_\_\_\_\_ Work: (    ) \_\_\_\_\_  
Fax: (    ) \_\_\_\_\_ Email: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

## Employment Desired:

Position desired: \_\_\_\_\_ Full time / Part time

Salary desired: \$ \_\_\_\_\_ (please specify amount) Desired start date: \_\_\_\_\_

Are you employed now? Yes / No If yes, where? \_\_\_\_\_

May we contact your present employer? Yes / No

Why do you wish to leave your present position? \_\_\_\_\_  
\_\_\_\_\_

## Education:

	Name/Location	Course of Study
High School:	_____	_____

College: \_\_\_\_\_

Business/Technical: \_\_\_\_\_

Other: \_\_\_\_\_

**Technical/Office/Medical Skills:**

List all technical skills: \_\_\_\_\_

\_\_\_\_\_

List all office skills: \_\_\_\_\_

\_\_\_\_\_

List all medical skills: \_\_\_\_\_

\_\_\_\_\_

**Employment Record:** (List last three (3) employers, starting with the most recent)

1. Employer's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Employed From: (Mo/Yr.) \_\_\_\_\_ To: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Salary: \$ \_\_\_\_\_

2. Employer's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Employed From: (Mo/Yr.) \_\_\_\_\_ To: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Salary: \$ \_\_\_\_\_

3. Employer's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Employed From: (Mo/Yr.) \_\_\_\_\_ To: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Salary: \$ \_\_\_\_\_

**References:** (List three (3) personal references who are **not** relatives)

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Occupation: \_\_\_\_\_  
Years acquainted: \_\_\_\_\_ Relationship: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Occupation: \_\_\_\_\_  
Years acquainted: \_\_\_\_\_ Relationship: \_\_\_\_\_

3. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Occupation: \_\_\_\_\_  
Years acquainted: \_\_\_\_\_ Relationship: \_\_\_\_\_

In the space provided, explain why you would like this position: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Disclosure Statement**

(Please read carefully before signing the application)

I certify that answers given herein are true and complete to the best of my knowledge. I authorize Gregory Y. Kame, O.D., F.A.A.O. and his associates to investigate all statements in this application and to secure any necessary information from all my employers, references and academic institutions. I also authorize the above mentioned to secure financial and credit information through an appropriate agency.

I understand that any offer of employment is contingent upon receipt of a satisfactory report concerning my credit, academic credentials, and employment references. Because of amendments to the Fair Credit Reporting Act in 1997, I understand that extra procedures are required of Gregory Y. Kame, O.D., F.A.A.O. and his associates. Thus, I will be notified as to those procedures if my application for employment necessitates a credit report. I further understand that any false information. Misleading statements or omission of facts will be sufficient cause for rejection of my application if Gregory Y. Kame, O.D., F.A.A.O. has not employed me, and for immediate dismissal if he has employed me.

In the event of my employment with Gregory Y. Kame, O.D., F.A.A.O., I will comply with all rules, regulations, and policies set forth in the office manual or other communications distributed. I understand that this office promotes an alcohol/drug free workplace. I understand that nothing in this employment application, in the policy statements or personnel guidelines, or in my communications with any office associate is intended to create an employment contract between Gregory Y. Kame, O.D., F.A.A.O. and me. I also understand that Gregory Y. Kame, O.D., F.A.A.O. has the right to modify any of its policies without giving notice of the changes to me. No promises of employment have been made to me. I acknowledge that Gregory Y. Kame, O.D., F.A.A.O. employs individuals under the employment-at-will doctrine and that this is not subject to any changes. I understand that if an employment relationship is established, I have the right to terminate my employment at any time for any reason. I also understand that Gregory Y. Kame, O.D., F.A.A.O. retains the right to terminate my employment at any time for any reason.

I hereby acknowledge that I have read and understand the preceding statements.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

- We are an equal opportunity employer, and do not discriminate in any employment practice on the basis of race, religion, sex, age, national origin, marital status, veteran's status or disability. No question on this application is intended to secure information that could be of a discriminatory nature.

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