



**GENERAL INFORMATION**

Can you fulfill the job duties and responsibilities of the position for which you are applying as they have been described to you, with or without a "reasonable" accommodation?			[ ] Yes [ ] No
Are you available for the work hours required of the position for which you are applying?			[ ] Yes [ ] No
If applicable, do you have the required licenses(s) to perform the job?			[ ] Yes [ ] No
Have you completed all Hepatitis vaccination requirements?			[ ] Yes [ ] No
Can your vacations be arranged at practice convenience? If no, please explain.			[ ] Yes [ ] No
Do you illegally use drugs?			[ ] Yes [ ] No
Have you ever been convicted of a crime other than a traffic violation? If yes, please attach explanation. (Note: A conviction does not necessarily bar employment)			[ ] Yes [ ] No
Date available to start?			
Salary Requirements:	\$ _____ /hour	\$ _____ /daily	\$ _____ /month
Benefit Requirements:			
Please indicate your availability to work: [ ] Days [ ] Evenings _____ Days/Wk _____ Hr/Wk Hours from _____ to _____			
Circle the days of the week you will NOT be available to work: <b>Mon Tues Wed Thurs Fri Sat Sun</b>			

**EMPLOYMENT / WORK EXPERIENCE**

List the last 7 years, including periods of self-employment or unemployment. Answer all questions here and throughout this employment application – **do not substitute with a resume**. List present or most recent position first. Attach additional pages if needed.

Name of Employer:	Address (Number, City, State, Zip):	Phone:
Employed: From and To (Month and Year)	Position(s) Held:	Supervisor's Name and Title:
Average # of hours worked per week:	Rate of Pay: Starting and Ending:	Your last name at time of employment:
Describe your duties:		
Give specific reason(s) for leaving:		
May we contact this employer: <input type="checkbox"/> Yes <input type="checkbox"/> No		

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**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

**PLEASE READ THE FOLLOWING AND SIGN BELOW**

**GENERAL AGREEMENT**

If hired, I will provide legal proof of identity and authority to work in the United States. I agree to conform to the rules and standards of the practice, as amended from time to time at the employer's discretion. I understand that any misrepresentation, falsification, or omission of material information on this application may result in my failure to receive an offer, or, if I am hired, in my dismissal from employment. I hereby certify that the information contained in this application form is true and correct to the best of my knowledge.

**EMPLOYMENT RELATIONSHIP**

If hired, I understand that employment with the practice is not for a specified term and can be terminated "At Will", with or without cause, and with or without notice, at any time, either at the option of the employee or the employer. No employee or representative of the practice, other than its owner, has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing. Further, the employer may not alter the "At-Will" nature of the employment relationship unless it is done specifically in writing and is signed by the employer. I agree that this constitutes a final and fully binding agreement with respect to the "At-Will" nature of my employment relationship. There are no oral or collateral agreements regarding this issue.

**AUTHORIZATION OF REFERENCE AND BACKGROUND CHECKING**

All offers of employment are conditioned upon receipt of satisfactory responses to reference requests and background inquiries and exams. Unless I have otherwise indicated above, I authorize the references listed, as well as all other individuals who may be contacted, to provide any and all information concerning my previous employment, background, and any other pertinent information that they may have. Additionally, contingent upon a conditional offer of employment and as part of screening for the position for which I am applying, if required, I agree to take a physical exam, drug test, and/or authorize a background check which may include a review of criminal convictions, driving record and credit history. Further, I release all parties and persons from all liability for any damages that may result for furnishing the practice with such information as well as from the use or disclosure of such information by the employer or any of its agents, employees or representatives.

**[ ] I hereby waive my right to receive a copy of any public record(s) obtained from checking references.**

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Application forms will be retained for a period of 3 years.

**ADDITIONAL QUESTIONS**

Please answer these questions using complete sentences, correct spelling, and punctuation.

What's your definition of being on time?
Describe your most significant accomplishment.
We expect anyone working here to make some mistakes and cost us some money. Describe for me some of the most significant mistakes you've made in a prior job and what you learned from them.
What would your current supervisor say makes you most valuable to them?
What do you think makes for great customer service?
When you have a dental visit for yourself, what is important to you?
In your most recent job, when you finished your work ahead of schedule, what did you usually do?
In your previous job, were you ever asked to stay late on a day when you had other plans? What did you do and how did you feel about it?
What are you looking for in this job that is missing from your current one?

**ADDITIONAL QUESTIONS - CONTINUED**

Please answer these questions using complete sentences, correct spelling, and punctuation.

Describe the most stressful situation you would face in your last job.

What do you feel you can add to our practice?

Please write two paragraphs, being careful with spelling and punctuation:

1) What I enjoyed about my last job and 2) What I disliked about my last job.

1)

2)