



APPLICATION FOR EMPLOYMENT

Date _____

Name: _____ Social Sec. # _____
Last First Middle

Present Address: _____
Number. Street Apt. City / State / Zip

How long residing at this address? _____

Previous Address: _____
Number. Street Apt. City / State / Zip

How long did you reside at this address? _____

Home Phone: _____ Cell Phone: _____ Message Phone: _____

Position Applied For: _____

Referred By: _____

If your application is considered favorably, what date are you available to begin work? _____

Check days available: Mon Tues Wed Thurs Fri Sat Sun

Hours available: Days _____ Evening _____

Are you willing to work overtime if required? Yes No

Have you ever been bonded? Yes No If yes, on what job(s)? _____

Have you been convicted of a felony? Yes No If yes, describe in full? _____

Do you have any friends or relatives working for CHEC? _____ If so, whom? _____

Have you been previously employed with CHEC? _____ If so, when? _____

Can you furnish proof of your legal right to work in the United States of America? Yes No
(Verification will be required at the time of hire.)

Military Service

Branch of U.S. Armed service, if any: _____

Rank attained: _____ Present Affiliation: _____

Experience acquired: _____

(continued)

Previous Employment

(List last three positions held)

<u>Mo. / Year</u>	<u>Name & Address of Employer</u>	<u>Position Title & Job Description</u>
From : _____ To : _____	_____	_____
Reason for Leaving : _____	_____	_____
From : _____ To : _____	_____	_____
Reason for Leaving : _____	_____	_____
From : _____ To : _____	_____	_____
Reason for Leaving : _____	_____	_____

Are there other experiences or skills, which would especially qualify you for work with our organization? _____

(Attach any documents/proof that may pertain to your qualifications, training or skills.)

Do you have any condition(s), which may limit your ability to perform the job applied for? Yes No

If yes, describe in full: _____

Record of Education

	Name & Location (City/State) of School	Years Attended	Graduate?	Major
Education				
High School				
College				
College				
Other				

Subjects of special study or research work: _____

What foreign languages do you speak fluently? _____

Read? _____ Write? _____

**Authorization to Release
(please read carefully before signing)**

I understand that this document does not constitute an employment contract. I understand that completion of this application does not indicate that there are any positions open and does not obligate Country Hills Eye Center (hereinafter referred to as CHEC) in any way.

I authorize CHEC to investigate all statements contained in this application that may be pertinent to my employment qualifications. It is understood and agreed that any misrepresentations by me in this application will be sufficient cause for cancellation of the application and/or separation from CHEC’s service if I have been employed.

I understand that, if employed, I will be hired as an employee at will, and my continued employment is entirely subject to the discretion and best judgment of CHEC. Further, I understand that any additional terms of employment must be expressly agreed to in writing.

I authorize CHEC to investigate information regarding my previous and current employment, my working ability, my character and reputation, and to otherwise verify the accuracy of all statements contained in this application. I hereby release CHEC, its officers, employees, representatives or agents and the person(s) CHEC contacts in its investigation from any and all liability and/or damage incurred in obtaining such information.

**An Equal Opportunity Employer
Equal Employment Opportunity Policy Statement**

It is our policy at CHEC to provide equal employment to all individuals without regard to race, color, religion, sex, age, national origin, disability, veteran disability, and to Vietnam Era Veterans; to prohibit harassment based upon these factors, and to ensure that retaliation or discrimination does not occur if any employee reports violation of federal, state or local laws.

This policy applies to recruitment, hiring, training, promotion, transfer, demotion, termination, compensation, benefits, and all other aspects of employment.

Each employee is hereby advised that discrimination of any type will not be tolerated by CHEC. All employees may report any complaints or possible violations to any member of management. CHEC will promptly investigate and resolve all complaints with appropriate confidentiality.

I certify that the information given in this application is correct, and I acknowledge that I have read and understand CHEC’s Equal Employment Opportunity Policy Statement as shown above.

Signature _____ Date _____

Witness _____ Date _____

- ◆ Applications are kept on file for 90 days. ◆ Applicants must re-apply for each position and re-apply every 90 days if an offer of employment is not made. ◆ Applications for employment do not constitute an offer of employment. ◆
- ◆ **A photocopy of this authorization shall be considered as the original** ◆

Cc: Employee File