

APPLICATION FOR MEDICAL OFFICE EMPLOYMENT

DATE _____ FOR WHICH POSITION ARE YOU APPLYING? _____

NAME: _____ HOME PHONE _____

BUSINESS PHONE _____ CELL PHONE _____

ADDRESS: _____
STREET CITY ZIP

SOCIAL SECURITY # _____ CAN YOU LEAGALLY WORK IN UNITED STATES? _____

HAVE YOU EVER BEEN CONVICTED OF A FELONY? _____ IF YES, EXPLAIN _____

IF YOU AR BILINGUAL, WHAT LANGUAGES DO YOU SPEAK, READ, OR WRITE? _____

HAVE YOU HAD EXPERIENCE IN THE FOLLOWING:

	YES	NO		YES	NO
COMPUTERS	_____	_____	FILING	_____	_____
HEAVY PHONES	_____	_____	SCHEDULING APTS	_____	_____
SCHEDULING PROCEDURES	_____	_____	MEDICAL TERMINOLOGY	_____	_____
TRANSCRIPTION	_____	_____	MEDICAL BILLING	_____	_____
COLLECTIONS	_____	_____	INSURANCE PROCESSING	_____	_____
TAKING VITAL SIGNS	_____	_____	TAKING MEDICAL HISTORIES	_____	_____
VENIPUNCTURES	_____	_____	GIVING INJECTIONS	_____	_____
READING LAB REPORTS	_____	_____	INSURANCE VERIFICATION	_____	_____

EDUCATION:

_____ LAST HIGH SCHOOL ATTENDED _____ LOCATION _____ LAST GRADE COMPLETED _____

COLLEGE, TRADE SCHOOL OR SPECIAL TRAINING

NAME OF SCHOOL	LOCATION	DATES ATTENDED	DEGREE / CERTIFICATE	MAJOR
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

MEDICAL CERTIFICATES OR LICENSES:

TYPE LICENSES / CERTIFICATE

LICENSE / CERTIFICATE #

DATE ISSUED

STATE ISSUED

TYPE LICENSES / CERTIFICATE

LICENSE / CERTIFICATE #

DATE ISSUED

STATE ISSUED

ARE YOUR LIC / CERT CURRENT? _____

ARE YOU APPLYING FOR FULL TIME WORK? _____ ARE THERE ANY TIMES WHICH YOU ARE NOT AVAILABLE FOR WORK? _____

WILL YOU BE ABLE TO WORK SOME OVERTIME IF NEEDED? _____ WHAT IS YOUR SALARY REQUIREMENT? _____

DO YOU NEED TO GIVE A NOTICE TO PRESENT EMPLOYER? _____

DO YOU HAVE ANY BENEFIT NEEDS? _____ EXPLAIN

COULD YOU COMPLY WITH OUR NON SMOKING ENVIRONMENT? _____

IN PAST EMPLOYMENTS, DID YOU HAVE A GOOD ATTENDANCE RECORD? _____ IF NOT, WHY?

HAVE YOU EVER BEEN BONDED? _____ DO YOU KNOW OF ANY REASON WHY YOU CANNOT BE BONDED?

COMPLETE THE FOLLOWING INFORMATION:

1. PLEASE STATE WHICH OF YOUR PREVIOUS POSITIONS YOU ENJOYED THE MOST AND EXPLAIN WHY.

2. PLEASE STATE WHICH OF YOUR PREVIOUS POSITIONS YOU ENJOYED THE LEAST AND EXPLAIN WHY.

3. WHAT DO YOU HOPE TO GAIN FROM THIS JOB?

4. WHAT MOTIVATES YOU TO GO THE EXTRA MILE IN THE WORKPLACE?

REFERENCES

(NAME)	(COMPANY)	() PHONE #
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(NAME)	(COMPANY)	() PHONE #
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(NAME)	(COMPANY)	() PHONE #
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PREVIOUS EMPLOYMENT HISTORY

1. NAME OF MOST RECENT EMPLOYER

ADDRESS

TELEPHONE NUMBER

POSITION HELD

LENGTH OF EMPLOYMENT

DESCRIPTION OF JOB

SUPERVISOR'S NAME

SALARY WHEN HIRED

SALARY UPON LEAVING

REASON FOR LEAVING

2. NAME OF EMPLOYER

ADDRESS

TELEPHONE NUMBER

POSITION HELD

LENGTH OF EMPLOYMENT

DESCRIPTION OF JOB

SUPERVISOR'S NAME

SALARY WHEN HIRED

SALARY UPON LEAVING

REASON FOR LEAVING

3. NAME OF EMPLOYER

ADDRESS		TELEPHONE NUMBER
POSITION HELD		LENGTH OF EMPLOYMENT
DESCRIPTION OF JOB		
SUPERVISOR'S NAME	SALARY WHEN HIRED	SALARY UPON LEAVING
REASON FOR LEAVING		

4. NAME OF EMPLOYER

ADDRESS		TELEPHONE NUMBER
POSITION HELD		LENGTH OF EMPLOYMENT
DESCRIPTION OF JOB		
SUPERVISOR'S NAME	SALARY WHEN HIRED	SALARY UPON LEAVING
REASON FOR LEAVING		