

**PERSONAL INFORMATION**

Full Legal Name \_\_\_\_\_ Preferred Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Are you 18 years old or older?  Yes  No Social Security Number \_\_\_\_\_

Are you either a U.S. Citizen or an Alien authorized to work in the U.S.?  Yes  No

**EMPLOYMENT DESIRED**

Position applying for \_\_\_\_\_ Date you can start \_\_\_\_\_ Wage desired \_\_\_\_\_

If you're employed now, may we inquire of your present employer?  Yes  No  Currently Unemployed

Are you related to any office or employee of this company?  Yes, list whom \_\_\_\_\_  No

For what type of employment are you applying?  Full time  Part time  Temporary

**GENERAL**

Do you have any commitments to another employer that might affect your employment with us? Please explain.

\_\_\_\_\_

Do you require special accommodations to perform the requirements of this position to the best of your abilities?

Yes  No If yes, please explain: \_\_\_\_\_

**EPI Investigations & Risk Management conducts pre-employment background checks on any applicant offered employment.** Have you ever been convicted of a felony or a misdemeanor?  Yes  No If yes, please explain:

\_\_\_\_\_

In an emergency, who should we contact on your behalf? List full name and phone number: \_\_\_\_\_

\_\_\_\_\_

**EDUCATION AND PROFESSIONAL SKILLS HISTORY**

High School \_\_\_\_\_ Location \_\_\_\_\_

Did you graduate?  Yes  No If no, have you successfully earned your GED degree?  Yes  No

College \_\_\_\_\_ Location \_\_\_\_\_

Did you graduate?  Yes  No What degree(s) did you earn? \_\_\_\_\_

List professional certificates or achievements: \_\_\_\_\_

List languages in which you are proficient: \_\_\_\_\_

Please list any other relevant experiences, publications, activities, accomplishments, etc. that may be helpful to us in considering your employment: \_\_\_\_\_

## FORMER EMPLOYMENT HISTORY AND REFERENCES

Please list your last three employers, starting with the most recent first:

Dates	Company Name	Position	Wage/Salary
Reason for Leaving		Supervisor's Name	Phone Number
Dates	Company Name	Position	Wage/Salary
Reason for Leaving		Supervisor's Name	Phone Number
Dates	Company Name	Position	Wage/Salary
Reason for Leaving		Supervisor's Name	Phone Number

Which of these jobs did you like the best? \_\_\_\_\_

What did you like most about this job? \_\_\_\_\_

List any jobs beyond those listed above which you think would be beneficial to us considering your employment? \_\_\_\_\_

List any unemployment intervals (include dates, reason, and an unrelated contact person who can confirm): \_\_\_\_\_

Please list three references (*not relatives or employers*) who are acquainted with your work history:

#1: Name \_\_\_\_\_ Relationship \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

#2: Name \_\_\_\_\_ Relationship \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

#3: Name \_\_\_\_\_ Relationship \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that if employed, falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, and release all parties from all liability for any damage that may result from furnishing this information. I further authorize a background investigation including prior employers, education, and criminal record. I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without prior notice and without cause. I also understand that South Dakota is an "At Will" state and that my employment is "at will," so that I or the Clinic may terminate the employment relationship at any time, for any reason.

X \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Vision Care Associates, L.L.P. are Equal Opportunity Employers. Applicants are considered on the basis of skills, experience, and qualifications without regard to race, creed, color, national origin, sex, marital status, or the presence of non-job-related medical disability or any other legally protected status.

**DO NOT WRITE BELOW THIS LINE**

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Interviewed by \_\_\_\_\_ Date \_\_\_\_\_

Hired?  Yes  No      Passed Background Check?  Yes  No

Position \_\_\_\_\_ Dept or Location \_\_\_\_\_

Start Date \_\_\_\_\_ Salary/Wage \_\_\_\_\_