



EMPLOYMENT APPLICATION

NAME: (Last) (First) (Middle) TODAY'S DATE:

ADDRESS: (City) (State) (Zip Code)

TELEPHONE #: () SOCIAL SECURITY #:

Table with 5 columns: EDUCATION, NAME AND LOCATION OF SCHOOL, # OF YEARS ATTENDED, DIPLOMA RECEIVED, SUBJECTS STUDIED/ DEGREE OBTAINED. Rows include High School, College, Post Graduate, and Other Schooling.

PROFESSIONAL OR TECHNICAL LICENSES/CERTIFICATIONS/REGISTRATIONS

Type: State: Number:

Type: State: Number:

REFERENCES: Please list two personal references. Do not include former employers or relatives.

Name: Address: (City) (State) (Zip Code)

Occupation: Years Known: Telephone Number: ()

Name: Address: (City) (State) (Zip Code)

Occupation: Years Known: Telephone Number: ()

How were you referred to Heaton Eye Associates?

Please list the names of any relatives who work at Heaton Eye Associates:

Have you ever been interviewed or worked for Heaton Eye Associates in the past? If so, please give details:

Have you ever been convicted, pled guilty or no contest to a felony? YES / NO If so, please state (1) date, (2) charge, (3) place, (4) court, and (5) action taken. IMPORTANT: For purposes of employment with Heaton Eye Associates, "convictions" include sentenced to confinement, paid fine, time served, placed on probation (including deferred adjudication) and court-ordered restitution. A conviction does not automatically mean you cannot be employed. The type of conviction and the date are important. I, agree to immediately notify Heaton Eye Associates if I am convicted of, receive deferred adjudication in, or otherwise plead guilty or no contest to a felony, or any crime involving dishonesty or a breach of trust, while my application is pending or during my period of employment, if hired.

AVAILABILITY: Position Applying For:

Full Time: Part Time: Temporary: Date First Available:

Rate of Pay Desired: per Will you work overtime? Yes / No

EMPLOYMENT HISTORY: Please list your present or most recent employer first. Include any volunteer service or military work and provide a complete list of all jobs. List part time or summer employment within the "additional employment" section below.

Employer	Job Title:		
Address:	Supervisor:	Phone:	
City:	State:	Zip:	If your last name was different, please list former name:
From (Mo/Yr):	To (Mo/Yr):		
Rate of Pay (Start):	To (Final):		Described Job Duties:
Reason for Leaving:			

MAY WE CONTACT YOUR PRESENT EMPLOYER FOR A WORK REFERENCE AT THIS TIME? YES / NO

Employer	Job Title:		
Address:	Supervisor:	Phone:	
City:	State:	Zip:	If your last name was different, please list former name:
From (Mo/Yr):	To (Mo/Yr):		
Rate of Pay (Start):	To (Final):		Described Job Duties:
Reason for Leaving:			

Employer	Job Title:		
Address:	Supervisor:	Phone:	
City:	State:	Zip:	If your last name was different, please list former name:
From (Mo/Yr):	To (Mo/Yr):		
Rate of Pay (Start):	To (Final):		Described Job Duties:
Reason for Leaving:			

ADDITIONAL EMPLOYMENT:

Name and Address of Employer:	From (Mo/Yr)	To (Mo/Yr)	Job Title	Reason for Leaving

ADDITIONAL INFORMATION: Please summarize any additional information necessary to describe your qualifications for employment. List any job related skills you wish us to consider. For example, clerical or technical skills, knowledge of medical terminology, etc.

PLEASE READ CAREFULLY: The information on this application is complete, true and correct to the best of my knowledge. I grant Heaton Eye Associates permission to investigate all information given and understand any omissions or false statements may be cause for dismissal no matter when discovered.

Signature: _____ Date: _____

Federal law prohibits discrimination in hiring based on race, color, religion, gender, national origin or disabilities. Additional state, county or city laws may apply. Heaton Eye Associates is an Equal Opportunity Employer. Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

FOR OFFICE USE ONLY:

DOE: _____ RATE OF PAY: _____ STATUS: _____ POSITION: _____