**EMPLOYMENT APPLICATION**

***Youens & Duchicela Clinic***

***402 Youens Dr.***

***Weimar, Texas 78962***

***979-725-8545***

In an effort to provide a safe working environment for our employees and to insure quality care for our patients, Youens & Duchicela Clinic is considered to be an “ALCOHOL-FREE” and “DRUG FREE” work environment.

DATE:

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

MONTH DAY YEAR

Questions on this application are not intended to identify or exclude any individual or group. Youens & Duchicela Clinic is an equal opportunity employer. Qualified applicants will be considered for vacancies without regard to their race, color, sex, religion, age, national origin, veteran status, or mental or physical disability. The clinic prohibits any form of harassment in the workplace.

***PERSONAL***

**Please PRINT all information in blue or black ink only.**

MIDDLE

FIRST NAME

LAST NAME

ZIP

STATE

CITY

ADDRESS

MOBILE PHONE

HOME PHONE

SS #

HOURS AVAILABLE FOR PHONE CALL

E-MAIL ADDRESS

\\

***POSITION DESIRED***

First Preference \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Second Preference \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STATUS:  Full-Time  Part-Time  PRN (as needed)

Earliest Date You Are Available to Begin Work? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***EDUCATION***

Degree Received

Graduation Date

Circle Last

Year Completed

School

City, State, Zip

Name of School

Type of School

Circle Highest Level Completed 1 2 3 4 5 6 7

9 10 11 12 GED

High School

1 2 3 4 5 6

Jr. College

1 2 3 4

College

1 2 3 4

Graduate

Nursing

-1-

***LICENSURE – REGISTRATION – CERTIFICATION INFORMATION***

Please list any professional licenses, registrations, or certifications which have been issued to you:

Number

Year Issued

Current

Expiration Date

State

Name of License, Registration, Certification

 Yes  No

 Yes  No

 Yes  No





If currently eligible for license, registration, or certification please indicate status and date here:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Has your license, registration, or certification in this state or another state been suspended, limited, revoked or subjected to disciplinary action?  Yes  No

If yes, please explain:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CPR:

BLS Instr.:

ACLS:

BLS:

Expiration Date:

Expiration Date:

Expiration Date:

Expiration Date:

***AVAILABILITY FOR WORK***

Any previous name(s)? Yes No If yes, identify all other names under which you have been employed:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you authorized to work in the U. S.? Yes No

Have you ever been convicted of a felony or sanctioned by a regulatory or enforcement agency of the government? (such conviction may be relevant if job-related but does not bar you from employment.) Yes No

If yes, explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever

Do you have relatives working for

Youens & Duchicela Clinic?  Yes  No

(Includes spouse, children, parents, in-laws, siblings, legal dependents, members of the same residence, or any person who fulfills an immediate family role for you.)

If Yes, name(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever previously applied for or been employed with Youens & Duchicela Clinic?

Applied  Yes  No

Employed  Yes  No

If employed, dates: From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for leaving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many times have you been tardy for work during the last year? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How often do you need to be absent from work to attend to personal matters? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What languages, including English, do you speak, read or write fluently or proficiently? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever been terminated from employment or asked to resign by any employer?  Yes  No

If yes, please state employer, date or action and circumstances:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 -2-

***PRESENT AND PRIOR EMPLOYMENT***

Please provide complete information on all employment for the 4 most recent employers or the preceding 10 years, whichever is greater.

Please explain all periods of unemployment.

COMPANY NAME:

TELEPHONE #

REASON FOR LEAVING: MAY WE CONTACT YOUR EMPLOYER?

  YES  NO

YOU JOB TITLE AND PRIMARY DUTIES

SUPERVISOR’S NAME AND TITLE

EMPLOYED (month and year)

FROM: / TO /

BEGINNING PAY: $

ENDING PAY: $

ADDRESS (include City, State, and Zip Code)

REASON FOR LEAVING: MAY WE CONTACT YOUR EMPLOYER?

  YES  NO

YOU JOB TITLE AND PRIMARY DUTIES

BEGINNING PAY: $

ENDING PAY: $

SUPERVISOR’S NAME AND TITLE

EMPLOYED (month and year)

FROM: / TO /

ADDRESS (include City, State, and Zip Code)

SUPERVISOR’S NAME AND TITLE

TELEPHONE #

COMPANY NAME:

REASON FOR LEAVING: MAY WE CONTACT YOUR EMPLOYER?

  YES  NO

YOU JOB TITLE AND PRIMARY DUTIES

BEGINNING PAY: $

ENDING PAY: $

EMPLOYED (month and year)

FROM: / TO /

TELEPHONE #

COMPANY NAME:

ADDRESS (include City, State, and Zip Code)

TELEPHONE #

COMPANY NAME:

REASON FOR LEAVING: MAY WE CONTACT YOUR EMPLOYER?

  YES  NO

YOU JOB TITLE AND PRIMARY DUTIES

BEGINNING PAY: $

ENDING PAY: $

SUPERVISOR’S NAME AND TITLE

EMPLOYED (month and year)

FROM: / TO /

ADDRESS (include City, State, and Zip Code)

-3-

***REFERENCES***

Name three (3) persons in your field who knows you; and whom we have your permission to contact immediately, preferably persons under whom you have worked. DO NOT list relatives or co-workers.

NAME

WHERE EMPLOYED

BUSINESS PHONE

RELATIONSHIP TO YOU

***APPLICANT VERIFICATION***

I verifythat all of the information provided by me on this application and in resumes and exhibits is true, correct and complete. I have not omitted any information requested by the clinic. I understand that false, misleading, incomplete or omitted information will result in rejection of my application or termination from employment; whenever discovered.

Youens & Duchicela Clinic may obtain a consumer report, in accordance with the Fair Credit Reporting Act, for each final applicant extended a conditional job offer. A consumer report may consist of employment records, educational verification, licensure verification, driving history, previous addresses, and other public records relative to criminal charges. A credit report will not be requested unless it is deemed pertinent to the functions of the position for which the applicant applies.

I authorize the clinic and its agents to confirm all information provided on this application, exhibits and resumes and to investigate my suitability for employment. I agree to provide additional information if requested. I release the clinic, the agents and all persons or companies from any claims, liability or damages from obtaining or providing information about me. I understand that I may be provided separate disclosure and authorization forms for the clinic to obtain consumer reports about me for employment purposes under the Fair Credit Reporting Act.

I understand that this application is not intended as a job offer or a contract of employment for any specific time period. If hired, my employment will not be for any specific time period and I may resign or be terminated at any time without notice or requirement of cause.

I understand that if hired, I will be required to complete a Federal I-9 form and provide verifying documents regarding my identity and ability to work in the United States.

Any conditional employment offer is subject to successful completion of all employment prerequisites, including, but not limited to, verifying employment/personal references, a criminal record check, and verifying licensure/registration and driving record (where applicable). Any conditional employment offer is subject to successful completion of a post-offer testing for the current illegal use of drugs. If I refuse to consent to the drug test, or produce a positive test result for the current illegal use of drugs, I will be ineligible for employment and any conditional employment offer will be withdrawn by the clinic.

If hired, I shall comply with all policies, rules and procedures of Youens & Duchicela Clinic.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Applicant Date

APPLICATION PROCEDURE: THE CLINIC CONSIDERS APPLICATIONS FOR SIX (6) MONTHS AFTER SUBMISSION. THE CLINIC DOES NOT INTERVIEW ALL APPLICANTS WHO APPLY FOR JOB POSITIONS. THOSE APPLICANTS TO BE INTERVIEWED WILL BE CONTACTED BY THE CLINIC. IF APPLICANTS DESIRE TO APPLY FOR POSITIONS NOT LISTED ON THEIR APPLICATION FORM, OR TO REAPPLY AFTER THEIR APPLICATION HAS BEEN ON FILE FOR SIX (6) MONTHS, THEY MUST SUBMIT A NEW APPLICATION.

-4-