

Application for Employment

Pinehurst Surgical is an equal opportunity employer without regard to race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability, handicap or any other legally protected status.

Position Applying For: _____

Today's Date: _____

Full Time/Part Time/Temporary _____

Desired Salary _____

How did you learn about Pinehurst Surgical:

- Advertisement
 Relative
 Employment Agency
 Friend

Name (Last)	First	Middle
Street Address	City	State/Zip
Mailing Address	County	Date Available
Home Phone	Alternate Phone	E-Mail

General Information

Are you currently employed? Yes No

If so, may we contact your current employer? Yes No

Have you filed an application with us before? Yes No

If yes, when? _____

Have you previously been employed with us? Yes No

If yes, when? _____

Are you over 18 years of age? Yes No

Do you have friends or relatives employed
with Pinehurst Surgical? Yes No

Are you legally eligible to work in the United States? Yes No

Proof of citizenship or immigration status will be required upon employment.

Have you been convicted of a felony? Yes No

Can you travel if the job requires it? Yes No

Education

High School	Address	City/State	Diploma <input type="checkbox"/> Yes <input type="checkbox"/> No	G.E.D. <input type="checkbox"/> Yes <input type="checkbox"/> No
College/University/Vocational Institution	Address	City/State	Degree Received	Major
Other				
Other				

Professional License/Certification

Type of License(s) held: _____

State: _____ License Number: _____ Expiration Date: _____

State: _____ License Number: _____ Expiration Date: _____

State: _____ License Number: _____ Expiration Date: _____

Professional References

Name	Address	Business	Phone #	Years Known
1)				
2)				
3)				
4)				
5)				

Specialized Skills

- | | | |
|---------------------------|-----------------------|----------------------------------|
| _____ Customer Service | _____ CPT/ICD9 Coding | _____ Ms/Office Applications |
| _____ Bi-lingual | _____ Data Entry | _____ Electronic Medical Records |
| _____ Medical Terminology | _____ E-Mail | _____ IDX |

Employment History

List most recent first; account for the past ten years, employed or not. Include any job-related military service assignments and work.
Exclude organizations that indicate color, religion, race, gender, national origin, disabilities, etc.

Name of Employer	Type of Business		
Street Address	City	State	Zip
Phone	Supervisor/Title	May we contact?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Dates Employed From (M/Y) To (M/Y)	Job Title	Starting Pay	Final Pay
Responsibilities			
Reason(s) for Leaving			

Name of Employer	Type of Business		
Street Address	City	State	Zip
Phone	Supervisor/Title	May we contact?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Dates Employed From (M/Y) To (M/Y)	Job Title	Starting Pay	Final Pay
Responsibilities			
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Name of Employer	Type of Business		
Street Address	City	State	Zip
Phone	Supervisor/Title	May we contact?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Dates Employed From (M/Y) To (M/Y)	Job Title	Starting Pay	Final Pay
Responsibilities			
Reason(s) for Leaving			

List Business or Civic Activities, professional, trade or other offices held.

You may exclude those that would reveal race, religion, gender, age, national origin, disability, ancestry or other protected status:

Applicant's Certification and Agreement

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I authorize Pinehurst Surgical to verify their accuracy and to obtain reference information on my work performance. I understand this application will be considered active for 45 days.

I understand that any employment offered is for an indefinite time period and "at will" and that either I or Pinehurst Surgical may terminate my employment at any time with or without notice or cause.

I understand that if an employment offer is extended and accepted I am required to abide by all rules and regulations of Pinehurst Surgical.