



**Dr. George Hertneky
Optometrist**

212 Cameron Street Brush, CO 80723 Phone (970) 842-5166 Fax (970) 842- 5167

APPLICATION FOR EMPLOYMENT

Name _____ Phone _____

Driver's License Number _____ Social Security Number _____

Current Address _____

What position are you applying for? _____

Email Address _____ Salary Expectations _____

What type of employment? Full time _____ Part time _____ Temporary _____

When could you start employment? _____

What schedule are you available to work? (include a.m. or p.m.)

Monday from _____ to _____	Tuesday from _____ to _____
Wednesday from _____ to _____	Thursday from _____ to _____
Friday from _____ to _____	Saturday from _____ to _____

Are you currently employed? _____ Are you currently a student? _____

Do you intend to continue in your current job if you work here? _____

If "yes", what impact does this have on your availability for work? _____

EDUCATION

If you attended High School:

Name of High School _____

City & State _____

Graduated? _____

If you attended college:

College Attended _____

City & State _____

Major Course of Study _____

Degrees (if applicable) _____

Please explain any other kind of training or special skills. (include seminars and workshops)

How would you describe yourself as a person? _____

Why do you want to work in this office? _____

What are your goals in life? _____

PREVIOUS EMPLOYMENT

List the most recent employer first. Please account for the past 10 years, or since completing school, whichever is less. Include any self-employed or unemployed periods. If your name was different during that period of time, please supply the name at that time. Use additional pages if necessary.

Company Name, Address, Phone _____

Supervisor's Name _____ Dates employed _____

Position Held _____ Last Salary _____

Why did you leave? (Be specific) _____

What did you like most about the job? (Be specific) _____

What did you like least about the job? (Be specific) _____

Company Name, Address, Phone _____

Supervisor's Name _____ Dates employed _____

Position Held _____ Last Salary _____

Why did you leave? (Be specific) _____

What did you like most about the job? (Be specific) _____

What did you like least about the job? (Be specific) _____

Company Name, Address, Phone _____

Supervisor's Name _____ Dates employed _____

Position Held _____ Last Salary _____

Why did you leave? (Be specific) _____

What did you like most about the job? (Be specific) _____

What did you like least about the job? (Be specific) _____

REFERENCES

Give names of 3 people, not relatives or former employers, who have known you for five years.

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>Number years known</u>
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I hereby authorize the office of Dr. George Hertneky to investigate the accuracy of the information submitted on my application, resumes, references, and any other information I have provided either written or verbally. This will include a background check, which may include a review of criminal convictions, driving record, and credit history.

I release Dr. George Hertneky, and all persons, organizations, businesses and corporations from all claims and liabilities of a nature arising from such investigation or information given.

I authorize all my previous employers listed on my application for employment with Dr. George Hertneky to release all information requested, including my employment record, statement of my character, abilities, performance ratings, and the reason for my leaving their employ. I hereby release my previous employers from any and all liability of whatever nature due to the disclosure of such information.

Signed _____ date _____

Applicant's name (print please) _____

The office of Dr. George Hertneky sets a high standard for its employees. We require compliance with these standards as a condition of employment. You need to carefully consider what will be required before considering a position with us. As an employee of Dr. George Hertneky you would be expected to comply in full. You need to know and understand that you will be required to:

- Meet the performance standards of the position.
- Work hours as scheduled and report to work on time.
- Take direction from supervisors and execute that direction to the best of your ability.
- Maintain a positive, enthusiastic attitude at all times.
- Be a cooperative member of the team.
- Train, as needed, to keep high performance level on your job.
- Maintain a business-like, professional appearance (dress and grooming).

Would you be able to comply with the requirements as listed? _____

If "no", or you have any concerns about being able to comply with any of these requirements, please explain. _____

I certify that all answers given by me are true, accurate and complete. I understand that the falsification, misrepresentation or omission of fact on this application (or any other accompanying or required documents) will be case for denial of employment or immediate termination of employment, regardless of when or how it was discovered.

Signature of Applicant _____ date _____