

Allen D. Hoek, O.D.
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Ripon, CA 95366
www.OfficeStaff@AllenHoekOD.com

Upon completion, please bring the completed application by our office along with a copy of your resume. You may also email the completed application and your resume to the above email address.

Personal Information:

Name: _____

Address: _____ City: _____

Email: _____

Home Phone: _____ Cell Phone: _____

Are you a citizen of the United States: Yes: _____ No: _____

Employment History:

Please account for the last 5 years in this section, starting with the most recent. Even if you attach a resume, please complete this section.

Are you currently employed? Yes: _____ No: _____

May we contact your current employer? Yes: _____ No: _____

#1. Company Name: _____ Title: _____

Employment dates: From: _____ To: _____ Ending Salary: _____

Phone: _____ Supervisor's Name: _____

What were your responsibilities: _____

#2. Company Name: _____ Title: _____

Employment dates: From: _____ To: _____ Ending Salary: _____

Phone: _____ Supervisor's Name: _____

What were your responsibilities: _____

May we contact this employer for reference? Yes: _____ No: _____

#3. Company Name: _____ Title: _____

Employment dates: From: _____ To: _____ Ending Salary: _____

Phone: _____ Supervisor's Name: _____

What were your responsibilities: _____

May we contact this employer for reference? Yes: _____ No: _____

Education History:

Are you currently a student? Yes: _____ No: _____ If yes, where: _____

High School: _____ Did you graduate: Yes No

College: _____ Did you graduate: Yes No

City: _____ Degree: _____

Trade School/Special Training

Name: _____ Skills: _____

Expectations:

Salary Expectations: _____ Start Date: _____

Type of Employment: Full Time: _____ Part-Time: _____ Temporary: _____

What is your schedule of availability Monday through Friday? _____

Other Information:

Do you know any current staff at our office? _____

What are some of your hobbies? _____

References:

Please do not use any family members. List people who have known you for a minimum of 5 years and can vouch for your character and work ethic.

Name: _____ Relationship: _____

Phone Number: _____ Number of Years Known: _____

Name: _____ Relationship: _____

Phone Number: _____ Number of Years Known: _____

Name: _____ Relationship: _____

Phone Number: _____ Number of Years Known: _____

Have you ever pleaded guilty, no contest or been convicted of a crime? Yes: _____ No: _____

If yes, give details: _____

Answering yes to this question does not constitute an automatic rejection for employment. Date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be considered.

I certify that my answers are true and complete to the best of my knowledge. I authorize you to make such investigations and inquiries of my personal, employment, educational, financial and other related matters as may be necessary for an employment decision. I hereby release employers, schools or individuals from all liability when responding to inquiries in connection with my application. In the event I am employed, I understand that false or misleading information given in my application or interview(s) may result in discharge.

Signature of Applicant: _____ Date: _____