



## APPLICATION FOR EMPLOYMENT

Date \_\_\_\_\_

Name: \_\_\_\_\_ Social Sec. # \_\_\_\_\_  
Last First Middle

Present Address: \_\_\_\_\_  
Number. Street Apt. City / State / Zip

How long residing at this address? \_\_\_\_\_

Previous Address: \_\_\_\_\_  
Number. Street Apt. City / State / Zip

How long did you reside at this address? \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Referred By: \_\_\_\_\_

If your application is considered favorably, what date are you available to begin work? \_\_\_\_\_

Check days available: ☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐ Sat ☐ Sun

Hours available: Days \_\_\_\_\_ Evening \_\_\_\_\_

Are you willing to work overtime if required? ☐ Yes ☐ No

Have you ever been bonded? ☐ Yes ☐ No If yes, on what job(s)? \_\_\_\_\_

Have you been convicted of a felony? ☐ Yes ☐ No If yes, describe in full? \_\_\_\_\_

Do you have any friends or relatives working for True Vision? \_\_\_\_\_ If so, whom? \_\_\_\_\_

Have you been previously employed with True Vision? \_\_\_\_\_ If so, when? \_\_\_\_\_

Can you furnish proof of your legal right to work in the United States of America? ☐ Yes ☐ No  
(Verification will be required at the time of hire.)

### Military Service

Branch of U.S. Armed service, if any: \_\_\_\_\_

Rank attained: \_\_\_\_\_ Present Affiliation: \_\_\_\_\_

Experience acquired: \_\_\_\_\_

(continued)

## Previous Employment

(List last three positions held)

<u>Mo. / Year</u>	<u>Name &amp; Address of Employer</u>	<u>Position Title &amp; Job Description</u>
From :		
To :		
Reason for Leaving :		
<hr style="border: 1px solid black;"/>		
From :		
To :		
Reason for Leaving :		
<hr style="border: 1px solid black;"/>		
From :		
To :		
Reason for Leaving :		
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Are there other experiences or skills, which would especially qualify you for work with our organization? \_\_\_\_\_

(Attach any documents/proof that may pertain to your qualifications, training or skills.)

Do you have any condition(s), which may limit your ability to perform the job applied for? ☐ Yes ☐ No

If yes, describe in full: \_\_\_\_\_

## Record of Education

Education	Name & Location (City/State) of School	Years Attended	Graduate?	Major
High School				
College				
College				
Other				

Subjects of special study or research work: \_\_\_\_\_

What foreign languages do you speak fluently? \_\_\_\_\_

Read? \_\_\_\_\_ Write? \_\_\_\_\_

**Authorization to Release**  
**(please read carefully before signing)**

I understand that this document does not constitute an employment contract. I understand that completion of this application does not indicate that there are any positions open and does not obligate True Vision (formerly known as Country Hills Eye Center) in any way.

I authorize True Vision to investigate all statements contained in this application that may be pertinent to my employment qualifications. It is understood and agreed that any misrepresentations by me in this application will be sufficient cause for cancellation of the application and/or separation from CHEC's service if I have been employed.

I understand that, if employed, I will be hired as an employee at will, and my continued employment is entirely subject to the discretion and best judgment of True Vision. Further, I understand that any additional terms of employment must be expressly agreed to in writing.

I authorize True Vision to investigate information regarding my previous and current employment, my working ability, my character and reputation, and to otherwise verify the accuracy of all statements contained in this application. I hereby release True Vision, its officers, employees, representatives or agents and the person(s) True Vision contacts in its investigation from any and all liability and/or damage incurred in obtaining such information.

**An Equal Opportunity Employer**  
**Equal Employment Opportunity Policy Statement**

It is our policy at True Vision to provide equal employment to all individuals without regard to race, color, religion, sex, age, national origin, disability, veteran disability, and to Vietnam Era Veterans; to prohibit harassment based upon these factors, and to ensure that retaliation or discrimination does not occur if any employee reports violation of federal, state or local laws.

This policy applies to recruitment, hiring, training, promotion, transfer, demotion, termination, compensation, benefits, and all other aspects of employment.

Each employee is hereby advised that discrimination of any type will not be tolerated by True Vision. All employees may report any complaints or possible violations to any member of management. True Vision will promptly investigate and resolve all complaints with appropriate confidentiality.

**I certify that the information given in this application is correct, and I acknowledge that I have read and understand True Vision's Equal Employment Opportunity Policy Statement as shown above.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_

♦ Applications are kept on file for 90 days. ♦ Applicants must re-apply for each position and re-apply every 90 days if an offer of employment is not made. ♦ Applications for employment do not constitute an offer of employment. ♦  
♦ **A photocopy of this authorization shall be considered as the original** ♦

Cc: Employee File