



# Application for Employment

PRE-EMPLOYMENT QUESTIONNAIRE  
EQUAL OPPORTUNITY EMPLOYER

## Personal Information

Name (Last Name, First Name)		Social Security No.	
Present Address	City	State	Zip Code
Permanent Address (if different than above)	City	State	Zip Code
Phone no.	Secondary phone no. (Cell Phone)	Referred by	

## Employment Desired

Position	Date you can start	Salary desired
Are you employed now?	If so, may we inquire of your present employer?	
Ever applied to this Company before?	If Yes, When?	

## Education History

	Name & Location of School	Years Attended	Did you Graduate?	Subjects Studied
High School				
College				
Trade, Business or Correspondence School				

## General Information

Special Training	
Special Skills	
U.S. Military or Naval Service	Rank

# Application for Employment

## PRE-EMPLOYMENT QUESTIONNAIRE EQUAL OPPORTUNITY EMPLOYER

### Former Employers (LIST BELOW LAST FOUR EMPLOYERS, START WITH LAST ONE FIRST)

DATE MONTH AND YEAR	NAME & ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
From				
To				
From				
To				
From				
To				
From				
To				

### References (GIVE BELOW THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR)

NAME	ADDRESS	BUSINESS	YEARS KNOWN

### Authorization

"I certify that the facts contained in the application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws.

I understand that a consumer credit report or criminal records check may be necessary prior to my employment. If such reports are required, I understand that, in compliance with federal law, the company will provide me with a written notice regarding the use of these reports and will also obtain a separate written authorization from me to consent to these reports. I also understand that a poor credit history or conviction will not automatically result in disqualification from employment."

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document upon hire."

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



# FRY EYE ASSOCIATES, P.A.

## EMPLOYMENT EXPECTATIONS

Employment relationships are most rewarding to all parties when everyone's expectations are met. We believe that both the applicant and employer should be forthright in what they expect from each other. Employment at Fry Eye Associates is not for everyone, so please carefully consider our expectations below before considering whether you desire to complete your application for employment.

While Kansas is an "at will" state, which means you may resign at any time or we may terminate your employment at any time with or without cause, we believe that if you understand our expectations and endeavor to comply, there is a greater chance for continued employment and advancement with us.

Fry Eye Associates, P.A. ("FEA") is committed to maintaining a safe, healthy and productive environment for all of its employees. Pursuant to these goals, FEA is committed to establishing a Drug and Alcohol-Free Workplace Program to ensure that we will have a drug-and alcohol-free workplace. Fry Eye Associates provides a smoke-free environment for its employees, patients, and guests. In keeping with FEA's intent to provide a safe and healthy work environment, FEA no longer hires smokers, effective July 1, 2011.

If there are conditions of employment that you believe are necessary for you, we expect you to let us know during your employment interview. If any of your expectations conflict with our expectations, we would ask that you please submit those expectations in writing.

Employment at Fry Eye Associates is not simply a job; it is the beginning of a career. Career development requires continuing education, constant training, and upgrading of skills. All employees at FEA are expected to grow in their positions and stay at the cutting edge of their respective field. FEA provides all necessary training, and evaluates staff yearly on their job performance and career development. FEA has made a commitment to continuous improvement and expects our employees to share in that commitment.

Our organization exists to provide a healthcare service to our patients. It is our mission to supply quality, affordable, state-of-the-art eye care to all patients in a caring Christian environment. We will, by our professionalism, courtesy, kindness and expertise, instill a feeling of confidence in each patient. Our patients expect the best from us and our goal is always:

**"to meet or exceed our patients' expectations."**

To best serve our patients, we have the following key expectations of all of our employees.

### A. Attitude

1. We expect you to be pleasant to others, positive and encouraging to other staff, and patient-care oriented.



**EMPLOYMENT  
APPLICATION**

NAME \_\_\_\_\_

APPLICATION DATE \_\_\_\_\_

2. We expect you to be serious about your job responsibilities, but to go about your work joyfully and with a sense of humor.
3. We expect you to show respect for patients, co-workers, doctors and managers by listening carefully and speaking respectfully at all times.
4. We expect that you will share any concerns, frustrations or grievances regarding Fry Eye Associate's policies or procedures with your supervisor rather than co-workers.
5. We expect you to be positive about change and encourage others to adapt to changing circumstances.
6. We expect you to be honest with everyone you deal with and try to "do unto others as you would like them to do unto you."

#### **B. Attendance**

1. We expect you to be at work and on time every day you are scheduled to work except for preapproved absences and rare emergencies.
2. We expect that when you are clocked in, you are in uniform and are ready to work, having already taken care of personal matters such as visiting the restroom, putting lunch in the refrigerator, fixing make-up, etc.
3. We expect you to have made arrangements ahead of time for child care, including the possibility of sick family members who you are not covered for under FMLA guidelines.
4. We expect you to manage your earned Paid Time Off (PTO) and to maintain a sufficient reserve to provide for unexpected needs.
5. We expect you to park in your assigned parking place.

#### **C. Appearance**

1. We expect you to be properly groomed, neatly attired in uniform, and in a pleasant frame of mind at work.
2. We expect you to be in uniform any time you are "on the clock."
3. We expect your uniform to be clean and well pressed at all times.
4. We expect the ladies have neat and attractive hair and makeup.
5. We expect the gentlemen to be well groomed at all times.
6. We expect you to smile much more than frown.
7. We expect all your written documents and correspondence to have a professional appearance.
8. We expect you to keep your work space neat and to assist in keeping the facility neat.

#### **D. Accuracy**

1. We expect you to be accurate in performing all job tasks and recording all information.
2. We expect you to be careful and to ask questions to avoid making mistakes.

#### **E. Aptitude**

1. We expect you to have and to exercise the knowledge, skills and judgment necessary to accomplish your job duties.
2. We expect you to continuously improve your knowledge, skills, efficiency and effectiveness.

#### **F. Accountability**

1. We expect you to make the care of your patient your first concern, treating patients as individuals and respecting their dignity. All communications with patients will be treated with the utmost confidentiality.

2. We expect you to be honest and open, and act with integrity.
3. We expect you to accept responsibility for the performance of your duties.
4. We expect you to let your supervisor know if you will be unable to fulfill your job duties in the time expected.
5. We expect that activities such as eating, grooming, personal cell phone, texting, and personal computer use will not be performed at your desk or during your scheduled work time.
6. We expect that when you are clocked in, you will be accomplishing Fry Eye Associates' business.
7. We expect you to fully comply with all Fry Eye Associates policies and procedures.

**G. Adaptability**

1. We expect you to acknowledge that change is necessary in a growing business and to enthusiastically adapt as needed.

**H. Accomplishment**

1. We expect you to accomplish the tasks outlined in the job description for your position in an efficient and cost-effective manner.
2. We expect you to offer suggestions regarding how we might improve our organization and the services we provide.
3. We expect you to be constantly upgrading your job skills.

**Applicant's Acknowledgement of Fry Eye Associates' Expectations**

- I have read and understand the above expectations of Fry Eye Associates.
- If I should be employed by Fry Eye Associates, I am capable of fulfilling and willing to fulfill those expectations.
- I understand that my performance review and continuing employment will be substantially based upon how well I fulfill the above expectations.
- Should I have any expectations of Fry Eye Associates that appear to conflict with the above expectations, I will clearly express my expectations in writing during the interview process.
- I understand that should I be hired, my compliance with the above expectations is a requirement for continued employment with Fry Eye Associates.

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Applicant's Printed Name

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Applicant's Signature

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Date