

**ARIZONA SKIN CANCER SUGERY CENTER, P.C.
MICHAEL J. HUETHER, M.D., P.C.**

APPLICATION FOR EMPLOYMENT

Please write legibly in black ink

Today's Date: _____ For which position are you applying? _____

Full Legal Name: _____

Maiden Name or Other Names used in the past: _____

Phone: Home () _____ Social Security # _____
 Business () _____ Work Permit # _____
 Cell () _____ (If a minor and if applicable)

Address _____
 Street City Zip

1. Can you legally work in the United States? [] YES [] NO
 2. Have you ever been convicted of a crime? [] YES* [] NO
 3. Are you currently charged with any violation of the law? [] YES* [] NO

*If you answered yes to question 2 or question 3 above, please explain in writing on an attached sheet. An answer of yes will not necessarily exclude you from employment

If you are bilingual, what languages do you speak, read, or write? _____

EXPERIENCE AND SKILLS

Have you had experience in the following?

	YES	NO		YES	NO
Typing (W.P.M. _____)			Insurance processing		
Filing			Set-up and assist with minor surgeries		
Phones systems			Taking patient histories		
Scheduling appointments			Vital signs		
Medical terminology			Skin surgery		
Transcription from tape			Phone triage		
Word Processing			Dermatology experience		
Data entry			Give injections		
Spreadsheets			Supply & instrument inventory/ordering		
Computer billing			Account collections		

List any other skills/experience you believe may be helpful: _____
 (list on back of page if necessary)

EDUCATION

Last high school attended	Location	Check last grade completed
		[] 9 [] 10 [] 11 [] 12

COLLEGE, TRADE SCHOOL OR SPECIAL TRAINING

Name of school	Location	Dates Attended	Degrees/Certificate	Major

MEDICAL CERTIFICATES OR LICENSES

1. RN _____ 2. LPN _____ 3. OTHER _____
 AZ License # _____ AZ License # _____ AZ License # _____
 Date earned _____ Date earned _____ Date earned _____

Post graduate seminars taken in the last 2 years: _____
 Are all certificates current: [] YES [] NO
 Have you ever had any professional license suspended, revoked, restricted? [] YES [] NO

Check time able to work:
 Early Day Late Day Days per week _____
 Overtime if necessary
 Full-time Part-time Hours per week _____

Circle days of week you will **not** be able to work
 MON TUES WED THURS FRI
 Can your future vacations be arranged at the
 convenience of the practice? YES NO

If offered employment when can you start?

Have you given notice to your present employer? _____

Have you ever been bonded? YES NO Any reason why you cannot be bonded? YES NO

What is your salary requirement for this position? _____

What is your anticipated length of employment? _____

1.

PREVIOUS EMPLOYMENT – List present or most recent position first. Please cover the last 10 years of employment. Explain gaps in employment of > 30 days. Resume may be substituted for employment history detail. May we contact your present employer? <input type="checkbox"/> YES <input type="checkbox"/> NO, reason: _____	
Name of employer	
Address	Telephone Number (____) _____
Position <input type="checkbox"/> Receptionist <input type="checkbox"/> R.N. <input type="checkbox"/> M.A. <input type="checkbox"/> Biller <input type="checkbox"/> Other _____	Length of employment Years _____ Months _____
Description of your job	
<i>Dates of employment</i>	
Date hired	Date separated
<i>Earnings</i>	
Salary when hired \$	Salary when separated \$
Reason for leaving	
Supervisor's Name	Your last name while employed

2.

PREVIOUS EMPLOYMENT Please cover the last 10 years of employment. Explain gaps in employment of > 30 days. Resume may be substituted for employment history detail. May we contact this employer? <input type="checkbox"/> YES <input type="checkbox"/> NO, reason: _____	
Name of employer	
Address	Telephone Number (____) _____
Position <input type="checkbox"/> Receptionist <input type="checkbox"/> R.N. <input type="checkbox"/> M.A. <input type="checkbox"/> Biller <input type="checkbox"/> Other _____	Length of employment Years _____ Months _____
Description of your job	
<i>Dates of employment</i>	
Date hired	Date separated
<i>Earnings</i>	
Salary when hired \$	Salary when separated \$
Reason for leaving	
Supervisor's Name	Your last name while employed

3.

PREVIOUS EMPLOYMENT	
Please cover the last 10 years of employment. Explain gaps in employment of > 30 days. Resume may be substituted for employment history detail. May we contact this employer? <input type="checkbox"/> YES <input type="checkbox"/> NO, reason: _____	
Name of employer _____	
Address _____	Telephone Number (____) _____
Position <input type="checkbox"/> Receptionist <input type="checkbox"/> R.N. <input type="checkbox"/> M.A. <input type="checkbox"/> Biller <input type="checkbox"/> Other _____	Length of employment Years _____ Months _____
Description of your job _____	
<i>Dates of employment</i>	
Date hired _____	Date separated _____
<i>Earnings</i>	
Salary when hired \$ _____	Salary when separated \$ _____
Reason for leaving _____	
Supervisor's Name _____	Your last name while employed _____

4.

PREVIOUS EMPLOYMENT	
Please cover the last 10 years of employment. Explain gaps in employment of > 30 days. Resume may be substituted for employment history detail. May we contact this employer? <input type="checkbox"/> YES <input type="checkbox"/> NO, reason: _____	
Name of employer _____	
Address _____	Telephone Number (____) _____
Position <input type="checkbox"/> Receptionist <input type="checkbox"/> R.N. <input type="checkbox"/> M.A. <input type="checkbox"/> Biller <input type="checkbox"/> Other _____	Length of employment Years _____ Months _____
Description of your job _____	
<i>Dates of employment</i>	
Date hired _____	Date separated _____
<i>Earnings</i>	
Salary when hired \$ _____	Salary when separated \$ _____
Reason for leaving _____	
Supervisor's Name _____	Your last name while employed _____

In addition to your work experience, what other experience, skills, qualifications would especially prepare you to work in this position? _____

I understand that and agree that if I am offered employment by Michael J. Huether, M.D., P.C., or by Arizona Skin Cancer Surgery Center, P.C. my employment will be for no definite term and that either I, or Michael J. Huether, M.D., P.C., or Arizona Skin Cancer Surgery Center, P.C. will have the right to terminate the employment relationship at any time, with or without cause, and with or without notice.	
I certify that the information in this application and in submitted resumes is true and complete for all practical purposes. I understand that misrepresentation or omissions of facts may result in termination of employment or censure, should I become an employee of Michael J. Huether, M.D., P.C., or Arizona Skin Cancer Surgery Center, P.C.. I hereby authorize Michael J. Huether, M.D., P.C., or Arizona Skin Cancer Surgery Center, P.C. to thoroughly investigate my background, references, employment record and other matters related to my suitability for employment. I authorize persons, schools, my current employer (if applicable), and previous employers and organizations contacted by Michael J. Huether, M.D., P.C., or Arizona Skin Cancer Surgery Center, P.C. to provide any relevant information regarding my current and/or previous employment and I release all persons, schools, employers of any and all claims for providing such information. I understand that nothing contained in this application, or conveyed during any interview which may be granted, is intended to create an employment contract. I understand that filling out this form does not guarantee that there is a position open and does not obligate Michael J. Huether, M.D., P.C., or Arizona Skin Cancer Surgery Center, P.C. to hire me. I also hereby certify that I am not currently excluded, debarred or otherwise ineligible to participate in the Federal health care programs or in Federal procurement or no-procurement programs; nor have I been convicted of a criminal offense related to the provision of health care items or services. I understand that Michael J. Huether, M.D., P.C., and Arizona Skin Cancer Surgery Center, P.C. reserve the right to require its employees to submit to blood tests or urinalyses for alcohol or drug screens, or to allow inspection of bags (including purses or briefcases) or parcels brought in to or taken out of the facility. I understand that refusal to submit to these tests or searches, when requested to do so, may result in termination of my employment.	
Signature of applicant _____	Date _____