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APPLICATION FOR EMPLOYMENT

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, handicap or veteran status.

PERSONAL

Last Name	First Name	Date
Street Address		Home Telephone
City, State, Zip Code		Mobile Telephone
Have you ever applied for employment with us? Yes _____ No _____ If yes, month and year: _____		Email Address
Position Desired:		Are you of legal age to work? Yes _____ No _____
Apart from absence for religious observances, are you available for fulltime work? Yes _____ No _____ If no, what hours can you work? _____		Will you work overtime if asked?
Are you legally eligible to work in the United States?		When will you be available to start?
Please list any special training or skills (languages, machine operation, etc.)		

EDUCATION

School Attended	Name and Location of School	Course of Study	Number of Years Completed	Did You Graduate?	Degree or Diploma?
Elementary					
High School					

1100 Meade Street Dunmore PA 18512

Tel: (570) 342-3675

Fax: (570) 342-3316

Business/Trade/ Technical					
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EDUCATION CONTIUED

Undergraduate					
Graduate					

EMPLOYMENT

Please give complete full-time and part-time employment record. Start with your present or most recent employer.

Company Name		Telephone Number:
Address		Employment dates (month/year) From: Until:
Name of Supervisor		Pay rate: Start: Last:
Job Title	Job Description	Reason(s) for leaving:

Company Name		Telephone Number:
Address		Employment dates (month/year) From: Until:
Name of Supervisor		Pay rate: Start: Last:
Job Title	Job Description	Reason(s) for leaving:

Company Name		Telephone Number:
Address		Employment dates (month/year) From: Until:
Name of Supervisor		Pay rate: Start: Last:
Job Title	Job Description	Reason(s) for leaving:

DO NOT CONTACT:

Employer: _____

Reason:

Initial: _____

PROFESSIONAL REFERENCES

Name	Employer and Relationship	Phone Number	Email Address	Best Time to Contact

I attest that the information provided in this application for employment is true, correct and complete.

I understand that if I am employed, any misstatement or omission on this application may result in my dismissal.

I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.

I authorize the employer to engage an investigative consumer reporting agency to report on my credit and personal history. If a report is obtained, you must provide, at my request, the name of agency, so I may obtain from the agency the nature and substance of the information contained in the report.

I authorize the employer to contact the employers listed above and authorize the employers above to discuss my employment with them.

Signature: _____ **Date:** _____