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APPLICATION FOR EMPLOYMENT

PERSONAL DATA				
Last Name	First	Middle Initial	Social Security Number - -	
Present Street Address	City	State	Zip	Home Phone
Daytime Phone	Alternate Phone			Are you at least 18 years of age? YES NO

ELIGIBILITY TO WORK

Are you either a United States Citizen or an alien who has the legal right to work in the job for which you are applying? _____

PURSUANT TO THE IMMIGRATION REFORM AND CONTROL ACT OF 1986, ALL APPLICANTS UPON BEING MADE AN OFFER OF EMPLOYMENT, MUST PRODUCE DOCUMENTS WHICH ARE SPECIFIED BY THE FEDERAL GOVERNMENT ESTABLISHING THEIR IDENTITY AND AUTHORIZATION FOR EMPLOYMENT IN THE UNITED STATES. THESE DOCUMENTS MUST BE PRODUCED NO LATER THAN SEVENTY-TWO (72) HOURS AFTER COMMENCEMENT OF EMPLOYMENT. NEW EMPLOYEES ALSO WILL BE REQUIRED TO SIGN FORM I-9 (ISSUED BY THE FEDERAL GOVERNMENT) VERIFYING UNDER OATH EMPLOYMENT AUTHORIZATION.

POSITION OR TYPE OF WORK YOU SEEK

Position: _____ Salary Desired: _____

Date you are available to start work: _____

Seeking the following type of employment: Full Time Part Time Temporary

Were you previously employed by: Collins, Darby, Hurley, Litzinger, Meritt, Neyman, Smith, Mills, Jahangiri or Garza?

Are you presently employed? _____ If so, may we contact your present employer? _____

EDUCATION						
Name of School	Location City & State	From Mo/Yr	To Mo/Yr	Degree or Diploma	Major Subjects	Minor Subjects
High School						
College						
Graduate School						
Other: Secretarial, Tech School etc.						

Did you graduate from High School? _____ Highest Grade Completed? _____ Did you complete a GED? _____

EMPLOYMENT HISTORY

Beginning with your current or last position

Name & Address Of Employer (Most Recent)	From Mo/Yr	To Mo/Yr	Position	Rate of Pay Start/Last	Supervisor's Name & Phone	May we Contact

Describe the work you performed?

Reason for leaving?

Name & Address Of Employer	From Mo/Yr	To Mo/Yr	Position	Rate of Pay Start/Last	Supervisor's Name & Phone	May we Contact

Describe the work you performed?

Reason for leaving?

Name & Address Of Employer	From Mo/Yr	To Mo/Yr	Position	Rate of Pay Start/Last	Supervisor's Name & Phone	May we Contact

Describe the work you performed?

Reason for leaving?

Name & Address Of Employer	From Mo/Yr	To Mo/Yr	Position	Rate of Pay Start/Last	Supervisor's Name & Phone	May we Contact

Describe the work you performed?

Reason for leaving?

Explain any gaps of more than one month during the time covered by your work history: _____

Any other relevant skills and experience: _____

Professional Licenses &/or Certificates/Registration held. (do not include driver's license)	Type License Registry	State	License Registry/Number	Expiration Date

Have you ever been convicted of, or have you pleaded guilty or no contest (nolo contendere) to a felony or misdemeanor offense? Yes or No (please circle one)

If yes, explain and give dates: (NOTE: Answering "Yes" will not necessarily bar you from employment)

Have you ever been involuntarily discharged from a job? _____ If yes, explain _____

EEO STATUS DECLARATION FOR APPLICANTS

As an affirmative action employer, Renaissance Women's Group, PA must comply with reporting requirements established by the Equal Employment Opportunity Commission as well as other federal agencies. To assure full compliance with our policy of nondiscrimination and affirmative action, it is important that each applicant's description be complete and accurate. The following information is used solely in connection with affirmative action obligations and efforts. You can assist us in this process by completing this confidential, self-disclosure form. Section I must be completed. However all other information is strictly voluntary and refusal to provide such information will not result in adverse treatment. If you choose to not complete Sections II through V, please note Section IV.

Please Print Legibly

- I. **Date** _____
- Name** (First, MI, Last) _____
- Position Applying For** _____
- Social Security Number** _____
- II. **Sex** Male _____ Female _____
- III. **Please mark the one that best describes:**
- African American _____ American Indian/Alaska Native _____
- Asian/Pacific Islander _____ Hispanic _____
- White _____
- IV. **Disabled** Yes _____ No _____
- V. **Veteran** Yes _____ No _____
- VI. **Decline Disclosure** _____

TO BE COMPLETED BY APPLICANT—NOT FOR INTERVIEW PURPOSES—TO BE FILED SEPARATELY FROM APPLICATION

SELF IDENTIFICATION DESCRIPTION

Race/Ethnic/National Origin

- White:** (Not of Hispanic Origin): All persons having origins in any of the original peoples of Europe, North Africa and the Middle East.
- Black:** (Not of Hispanic Origin): All persons having origins in any of the Black racial groups.
- Hispanic:** All persons of Mexican, Puerto Rican, Central or South America or other Spanish culture or origin, regardless of race.
- Asian/Pacific Islander:** All persons having origins in any of the original people's of the Far East, Southeast, Asia, or the Pacific Islands. This area includes China, Japan, Korea, the Philippine Islands, Samoa and the Indian Subcontinent.
- American Indian/Alaska Native:** Persons having origins in any of the original peoples of North America and maintaining cultural identification through tribal affiliation or community recognition.

Disabled

Use the following to identify yourself as disabled:

- If you have an impairment (physical or mental) that substantially limits one or more major activities. (A major activity is any mental or physical function that, if impaired, creates a substantial barrier to employment).
- If you have a record of such an impairment.
- If you are regarded as having such an impairment.

PROFESSIONAL REFERENCES

Name _____ Telephone () _____

Address: _____ Relationship _____

Name _____ Telephone () _____

Address: _____ Relationship _____

Name _____ Telephone () _____

Address: _____ Relationship _____

APPLICANT'S CONSENT

APPLICANT: Please read the following carefully before signing:

I hereby voluntarily and without duress agree to all of the following terms. Any term listed below not in compliance with applicable laws will be void, but in no way affects any other term.

Application

I declare and affirm that the information provided on this Application and any other materials submitted to support this application is correct and complete. I understand and agree that any false statements or materials omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date. I further affirm that I am completing this Application because I am sincerely interested in being employed by Renaissance Women's Group, P.A. and not for any other purpose.

Background Information

In consideration of my being considered for employment, I authorize the Association to investigate at its discretion, my past employment record and to make further investigation as it deems proper with respect to my experience, character, and integrity and to verify the statements and answers contained herein. I agree to cooperate in such investigation, and I release from all liability or responsibility of the Association, and its affiliates, employees and agents and all other persons or enemies requesting or supplying information for investigation. Except as otherwise protected by law or regulation, the information contained in the Application is not confidential and may be used or reported by this practice. I further understand that the Renaissance Women's Group, P.A. may procure or cause to be prepared a "Consumer Report" which may be a factor in establishing my eligibility for employment.

Employment At Will

I understand that this application in no way obligates the Association to employ me. I also agree and understand that if employment is offered to me and accepted such employment is for an indefinite term and is solely on an at-will basis. As an "employee-at-will", "I understand and agree that my employment may be terminated by either the Association or myself at any time, with or without cause, and with or without notice. I further understand that if employed no supervisor, manager or other employee or representative of the Association has the authority to change the at-will nature of my employment without approval in writing, and that any oral promised purporting to charge my at-will status are not binding upon the Association.

I further understand and agree that, while the Association may attempt to accommodate my individual preferences concerning assigned hour of work, business needs require me to be flexible in my work schedule, and I accept such changes in assignments as conditions to my continuing employment.

Miscellaneous

I also agree never to disclose or to use for my personal benefit any confidential information of Renaissance Women's Group, PA or its patients. If offered employment, I agree to abide by the safety rules and other employment policies of the Association. Renaissance Women's Group, PA is an Equal Opportunity Employer. Factors such as age, color, mental or physical disability, race, religion, sex or military status shall not be used in a discriminatory way in any employment activity. Renaissance Women's Group, PA complies with the Civil Rights Act of 1866, Civil Rights Act of 1964 (Title VII), the Rehabilitation Act of 1973, the Age Discrimination Employment Act of 1967 and 1975, the Equal Pay Act of 1963, and the Americans With Disabilities Act of 1990.

I have carefully read the above and fully understand its meaning and effect.

Signature of Applicant _____

Date _____

What about Renaissance Women's Group interests you or makes you think you would be a good fit for our medical office?

PERSONALITY ASSESSMENT

Read each statement carefully. Select the response that most closely matches your feelings, attitudes, or actions. **There are no right or wrong answers and your first impulse is usually the most accurate. Work quickly without stopping to analyze each response.** Have fun and be sure to answer all the questions. Place a check mark in the box of the response you select.

	Strongly disagree	Disagree	Agree	Strongly agree
My personal life is much more important than my work life				
I would prefer a simple job where I wouldn't have to work very hard				
I always seem to run a few minutes late				
I speak my mind at work				
If a coworker angers me, I let him/her know it				
I would be satisfied if my job performance was rated 'average'				
I am able to easily change my priorities as needed at work.				
I would feel uncomfortable disagreeing with my coworkers				
My coworkers do not know my real opinions				
Workplace rules and regulations are often too cumbersome				
I feel defensive when I receive negative feedback at work				
I would not enjoy a job that required talking to people all day				
The people I work with can count on me to finish what I start				
I often find that I have accidentally scheduled two things for one time				
I do the work that is required of me and nothing more				
I am more outgoing than most people at work				
I rarely get 'stressed out' about things at work				
I lose focus if there is a lot of pressure on me at work				
I would rather be bored at work than be too busy				
I would dislike a job where I had to come in at the same time every day				
My boss would consider me reliable				
My main reason for working is to earn a paycheck				
Conflicts with coworkers or customers do not bother me				
I hate to miss work				
I seem to enjoy my work more when I work in a group.				
I give coworkers my honest opinion, even if it may offend them				
I set challenging goals for myself				
Moving ahead in my career is very important to me				
I become uncomfortable when big changes are made at my work				