

# GASTROENTEROLOGY ASSOCIATES *of Central Virginia*

121 Nationwide Drive, Suite A & B  
Lynchburg, VA 24502  
(434) 384-1862

## APPLICATION FOR EMPLOYMENT

We consider applications for all positions without regard to race, color, religion, creed, sex, national origin, disability, marital status, sexual orientation or citizenship status.

### PLEASE PRINT

Position Applying For \_\_\_\_\_ Today's Date \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Address \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number \_\_\_\_\_ Social Security Number \_\_\_\_\_  
( ) - \_\_\_\_\_ - \_\_\_\_\_

Best Time to Contact You \_\_\_\_\_ Best Telephone Number to reach you \_\_\_\_\_

If you are under 18 years of age, do you have proof of your eligibility to work? \_\_\_\_\_

Have you ever filed an application with us before? \_\_\_\_\_ If yes, provide dates \_\_\_\_\_

Do any of your friends or relatives work here? \_\_\_\_\_ If yes, who? \_\_\_\_\_

Are you currently employed? \_\_\_\_\_ If yes, may we contact your present employer? \_\_\_\_\_ Telephone # \_\_\_\_\_

Do you have a Visa or Immigration Status that would keep you from becoming lawfully employed in this country? \_\_\_\_\_

When are you available for work? \_\_\_\_\_ What is your desired salary range? \_\_\_\_\_

Do you have any vacation plans or other events in the future that would require you to miss time from work? \_\_\_\_\_  
If yes, provide dates and a brief description \_\_\_\_\_

Are you seeking Full-Time, Part-Time or Temporary work? \_\_\_\_\_ Can you travel if a job requires it? \_\_\_\_\_

Have you been convicted of a felony? \_\_\_\_\_ If yes, please explain \_\_\_\_\_

\*\*A criminal record does not constitute an automatic bar to employment. It is only considered if the conviction relates to the job in question.

### EDUCATION

Please list the highest level of education you completed. \_\_\_\_\_

**EMPLOYMENT EXPERIENCE**

Please begin with your present or most recent job. Include any job related military service assignments and volunteer activities.

Employer \_\_\_\_\_ Address \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_ Company Telephone Number \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Dates Worked \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_ Company Telephone Number \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Dates Worked \_\_\_\_\_

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Dates Worked \_\_\_\_\_

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Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_ Company Telephone Number \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Dates Worked \_\_\_\_\_

IF YOU NEED ADDITIONAL SPACE, PLEASE LIST ON A SEPARATE SHEET OF PAPER

List professional, trade, business or civic activities and offices held. \_\_\_\_\_  
\_\_\_\_\_

Please list any special job-related skills and qualifications you have acquired from school, previous employment or other experience. \_\_\_\_\_  
\_\_\_\_\_

**SKILLS SUMMARY** (check all that apply)

_____ PC	_____ I.T. Experience	_____ Quickbooks
_____ Typing Skills _____ wpm	_____ Building Maintenance	_____ Online Banking
_____ Microsoft Word	_____ Management Experience	_____ Other Please List: _____
_____ Excel	_____ Clinical Experience	_____

**\*\*ARE YOU CAPABLE OF PERFORMING IN A REASONABLE MANNER, WITH OR WITHOUT A REASONABLE ACCOMMODATION, THE ACTIVITIES INVOLVED IN THE JOB THAT YOU ARE APPLYING FOR? Someone has reviewed the requirements of this job with me.**

**REFERENCES**

Name	Phone	Business or Personal	How do you know this individual?
1. _____			
2. _____			
3. _____			

**APPLICANT'S STATEMENT**

I hereby acknowledge that all of the answers I have given on this application are true and complete.

I authorize investigation of all information contained in this application.

This application will remain on file for a period of twelve months.

In the event of employment, I understand that any misrepresentation of information in this application may be grounds for dismissal.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Today's Date**