# Layh & Associates

### Employment Application

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Applicant Information | | | | | | | | | | | | | | | | | | | | | | | |
| Last Name | | Click or tap here to enter text. | | | | | | | First | Click or tap here to enter text. | | | | | | | | Date | | | | Click or tap here to enter text. | |
| Street Address | | | Click or tap here to enter text. | | | | | | | | | | | | | | | Apartment/Unit # | | | | Click or tap here to enter text. | |
| City | Click or tap here to enter text. | | | | | | | | State | Click or tap here to enter text. | | | | | | | | Postal Code | Click or tap here to enter text. | | | | |
| Phone | Click or tap here to enter text. | | | | | | | | E-mail Address | | | Click or tap here to enter text. | | | | | | | | | | | |
| Date Available | | | Click or tap here to enter text. | | | | Social Ins. No. | | | Click or tap here to enter text. | | | | | | | Desired Salary | | | Click or tap here to enter text. | | | |
| Position Applied for | | | | Click or tap here to enter text. | | | | | | | | | | | | | | | | | | | |
| Are you a United States Citizen? | | | | | | YES | | NO | | If no, are you authorized to work in the U.S.? | | | | | | | | | | | YES | | NO |
| Have you ever worked at our office? | | | | | | YES | | NO | | If so, when? Click or tap here to enter text. | | | | | | | | | | | | | |
| Have you ever been a client of our office? | | | | | | YES | | NO | | If so, when? Click or tap here to enter text. | | | | | | | | | | | | | |
| Have you ever been convicted of a felony? | | | | | | YES | | NO | | If yes, explain | | | | Click or tap here to enter text. | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| Education | | | | | | | | | | | | | | | | | | | | | | | |
| High School | | Click or tap here to enter text. | | | | | | City/State | | Click or tap here to enter text. | | | | | | | | | | | | | |
| Dates | Click or tap here to enter text. | | | | Did you graduate? | | | YES | | NO | | | Diploma | | | Click or tap here to enter text. | | | | | | | |
| College/  University | Click or tap here to enter text. | | | | | | | City/State | | Click or tap here to enter text. | | | | | | | | | | | | | |
| Dates | Click or tap here to enter text. | | | | Did you graduate? | | | YES | | NO | | | Degree | | | Click or tap here to enter text. | | | | | | | |
| Other | Click or tap here to enter text. | | | | | | | City/State | | Click or tap here to enter text. | | | | | | | | | | | | | |
| Dates | Click or tap here to enter text. | | | | Did you graduate? | | | YES | | NO | | | Degree | | | Click or tap here to enter text. | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| References | | | | | | | | | | | | | | | | | | | | | | | |
| *Please list three professional references* | | | | | | | | | | | | | | | | | | | | | | | |
| Full Name | | Click or tap here to enter text. | | | | | | | | | Relationship | | | | | Click or tap here to enter text. | | | | | | | |
| Company | | Click or tap here to enter text. | | | | | | | | | Phone | | | | Click or tap here to enter text. | | | | | | | | |
| Full Name | | Click or tap here to enter text. | | | | | | | | | Relationship | | | | | Click or tap here to enter text. | | | | | | | |
| Company | | Click or tap here to enter text. | | | | | | | | | Phone | | | | Click or tap here to enter text. | | | | | | | | |
| Full Name | | Click or tap here to enter text. | | | | | | | | | Relationship | | | | | Click or tap here to enter text. | | | | | | | |
| Company | | Click or tap here to enter text. | | | | | | | | | Phone | | | | Click or tap here to enter text. | | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Previous Employment | | | | | | | | | | | | | | | |
| Company | | | Click or tap here to enter text. | | | | | | Phone | Click or tap here to enter text. | | | | | |
| Address | | Click or tap here to enter text. | | | | | | | Supervisor | | Click or tap here to enter text. | | | | |
| Job Title | | Click or tap here to enter text. | | | | | Starting Salary | | $Click or tap here to enter text. | | | Ending Salary | | | $Click or tap here to enter text. |
| Responsibilities | | | | | Click or tap here to enter text. | | | | | | | | | | |
| Dates | Click or tap here to enter text. | | | | | Reason for Leaving | | Click or tap here to enter text. | | | | | | | |
| May we contact your previous supervisor for a reference? | | | | | | | | YES | NO | Click or tap here to enter text. | | | | | |
| Company | | | Click or tap here to enter text. | | | | | | Phone | Click or tap here to enter text. | | | | | |
| Address | | Click or tap here to enter text. | | | | | | | Supervisor | | Click or tap here to enter text. | | | | |
| Job Title | | Click or tap here to enter text. | | | | | Starting Salary | | $Click or tap here to enter text. | | | Ending Salary | | | $Click or tap here to enter text. |
| Responsibilities | | | | | Click or tap here to enter text. | | | | | | | | | | |
| Dates | Click or tap here to enter text. | | | | | Reason for Leaving | | Click or tap here to enter text. | | | | | | | |
| May we contact your previous supervisor for a reference? | | | | | | | | YES | NO |  | | | | | |
| Relevant skills | | | | | | | | | | | | | | | |
| ***On a scale of 1-5 (1=no experience, 3= some experience, 5=proficient), please rate your knowledge with these skills and/or areas:*** | | | | | | | | | | | | | | | |
| Microsoft Word Click or tap here to enter text. QuickBooks Pro Click or tap here to enter text. | | | | | | | | | | | | | | | |
| Microsoft Excel Click or tap here to enter text. Web Page Design Click or tap here to enter text. | | | | | | | | | | | | | | | |
| Typing (speed, if known) Click or tap here to enter text. Navigating online applicationsClick or tap here to enter text. | | | | | | | | | | | | | | | |
| Data Entry (including 10 key) Click or tap here to enter text. Document Editing Click or tap here to enter text. | | | | | | | | | | | | | | | |
| Answering Multiple Phone Lines Click or tap here to enter text. FilingClick or tap here to enter text. | | | | | | | | | | | | | | | |
| Scheduling Click or tap here to enter text. HIPPA GuidelinesClick or tap here to enter text. | | | | | | | | | | | | | | | |
| Medical/Health related office Click or tap here to enter text. Healthcare Billing Click or tap here to enter text. | | | | | | | | | | | | | | | |
| Please list any other relevant skills or areas of experience: | | | | | | | | | | | | | | | |
| Disclaimer and Signature | | | | | | | | | | | | | | | |
| I certify that my answers are true and complete to the best of my knowledge.  If this application leads to employment, I understand that false or misleading information in my application or interview  may result in my release. | | | | | | | | | | | | | | | |
| Signature | | | | Click or tap here to enter text. | | | | | | | | | Date | Click or tap here to enter text. | |