

113 N Highway 18

Chandler OK 74834

[kdeanevansoffice@yahoo.com](mailto:kdeanevansoffice@yahoo.com)

**Application for Employment**

Dr. Evans’ office is seeking a full-time team member for our positive office environment. Duties include, but not limited to, pre-testing patients, operating optical equipment and software, as well as general office responsibilities related to appointment scheduling and insurance verification.

The following application with cover letter will be accepted at the above email address. Salary will be competitive with this area and correlate with experience. Only vision benefits and insurance supplement (AFLAC) are available at our office.

Applicant’s Information:

Name: Date:

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Address, City Length of Residence

Phone ( ) Email Address

What is the best way to contact you?

Are you available for full-time work? If not, what hours can you work?

Pay expected: When will you be available to begin work?

Please list your employment history, dates employed, job title, duties, starting/ending salary and reason for leaving:

1.

2.

3.

Please list specific skills you have that will be beneficial in working in this practice:

Please list school attended and course study, degree/certificate obtained with the current listed first:

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Membership in Professional or Civic Organizations:

References

Please list 3 references (name, company, phone number) of three people who have knowledge of your work skills, abilities and performance, please do not list personal friends/acquaintances.

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Please give any additional information which may more fully describe your interests and qualifications.

Signature Date