

# ROCKY MOUNTAIN EMPLOYMENT APPLICATION

700 W Kent Ave ♦ Missoula, MT 59801

## APPLICATION FOR EMPLOYMENT

NorthStar Medical Management, Inc. and its covered entities Rocky Mountain Eye Center, P.C., Rocky Mountain Ear, Nose & Throat Center, P.C., Rocky Mountain Eye Surgery Center, Inc. and Rocky Mountain Optical & Contact Lens Center, Inc. will be referred to collectively herein as "the company".

To Applicant: We appreciate your interest in our organization. This form is not intended to obligate the company in any way. A clear understanding of your background and work history will aid us in evaluating your qualifications for a position with us. The company is an equal opportunity employer and will consider all applicants for all positions equally, without regard to their race, sex, age, color, religion, national origin, marital or veteran status, genetic background, or any disability as provided by the Americans with Disabilities Act, as well as any other legally protected status.

Only applicants meeting the minimum requirements for the position, as determined by the company, in accordance with standards established by the most current job description, will be considered for employment. Should more than one qualified person make application for the same open position, we reserve the right to select the applicant who, in our opinion, possesses the best qualifications for that position.

Name \_\_\_\_\_  
(Last) (First) (M.I.)

Other names used in Prior Employment: \_\_\_\_\_

Present Address \_\_\_\_\_  
(Number) (Street) (Apt. #)

\_\_\_\_\_  
(City) (State) (Zip)

Phone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

Are you eligible for employment in the United States?  Yes  No

Are you bi-lingual? \_\_\_\_\_ Languages spoken or read \_\_\_\_\_ Do you know Sign Language? \_\_\_\_\_

Have you ever been convicted of a crime?  Yes  No

If yes, please explain \_\_\_\_\_

Have you ever been investigated or sanctioned for Medicaid / Medicare fraud?  Yes  No

Have you ever been disciplined or terminated from a prior job due to a violation of privacy policies or misuse of patient information?  Yes  No

Have you ever been disciplined for breaching security at a previous job?  Yes  No

## EDUCATION

| School          | Name and Address of School | Highest Grade Completed | Course of Study | Diploma or Degree |
|-----------------|----------------------------|-------------------------|-----------------|-------------------|
| High School     |                            |                         |                 |                   |
| College         |                            |                         |                 |                   |
| Technical       |                            |                         |                 |                   |
| Other (Specify) |                            |                         |                 |                   |

List your last 3 Employers, beginning with the Present or Most Recent:

If you have a job at this time, may we contact your current employer?  Yes  No

Comments \_\_\_\_\_

1. Place of Employment \_\_\_\_\_ Position Held \_\_\_\_\_  
 Address \_\_\_\_\_ Name of Supervisor \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Phone \_\_\_\_\_  
 Employment Dates from \_\_\_\_\_ to \_\_\_\_\_ Salary \_\_\_\_\_  
 Name used during employment \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_

2. Place of Employment \_\_\_\_\_ Position Held \_\_\_\_\_  
 Address \_\_\_\_\_ Name of Supervisor \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Phone \_\_\_\_\_  
 Employment Dates from \_\_\_\_\_ to \_\_\_\_\_ Salary \_\_\_\_\_  
 Name used during employment \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_

3. Place of Employment \_\_\_\_\_ Position Held \_\_\_\_\_  
 Address \_\_\_\_\_ Name of Supervisor \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Phone \_\_\_\_\_  
 Employment Dates from \_\_\_\_\_ to \_\_\_\_\_ Salary \_\_\_\_\_  
 Name used during employment \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_

### Application Disclosure

Please read this statement carefully. Should you have any questions, please seek assistance before signing the application.

This company is an equal opportunity employer and selects individuals best matched for the job based upon job-related qualifications regardless of race, color, creed, sex, religion, national origin, marital status, age or disability. I understand that any misrepresentation, misinformation or inaccuracy of the statements contained in this application may result in termination of my employment or withdrawal of an offer of employment. I authorize the company to investigate all information and references and to obtain any transcripts, records, or documents pertaining to my background and business experience as required to arrive at an employment decision. I also hereby release the company, its officers, employees, representatives, or agents and those furnishing such information, from any and all liability and/or damage incurred by myself as a result of obtaining such information.

I understand that if I have a physical or mental impairment that substantially limits one or more of my major life activities or a record of such impairment, or if I otherwise believe myself to be covered by the Americans with Disabilities Act, I can advise the company at any time during the application, interview or hiring process about the accommodations the company could make to enable me to perform the essential functions of the job I am seeking. I understand that submission of information regarding my disability will be kept confidential, except that, if hired, (1) Supervisors and managers may be informed regarding restrictions on my work or duties, and regarding necessary accommodations; (2) First Aid and Safety personnel may be informed. In this connection, I authorize any physician or hospital to release to the company any information that may be necessary to determine my ability to perform the functions of a job for which I am being considered prior to employment or during my employment with the company. If offered employment, the company may require me to take a physical examination or drug and alcohol screen, the results of which I agree can be reported to the company.

I understand that as a matter of company policy, my employment and compensation shall only continue so long as mutually agreeable, and may be terminated by the company for cause or by me, both without advance notice. No manual, policy or statement made by any company representative (other than a formal agreement signed by an officer of the company and me) constitutes a contract of employment, whether express or implied, for any specific period of time or upon any continuing term.

If hired, I agree to conform to the rules and regulations of this company as issued from time to time. I understand that this application will remain active for 60 days, and if I have not been hired by that date, I must complete a new application to be considered for future employment.

Pursuant to the requirements of the Fair Credit Reporting Act, notice is given that a consumer report or an investigative consumer report may be made in connection with my application for employment. If I am denied employment, either wholly or partly, because of information contained in a consumer report, a disclosure will be made to me of the name and address of the consumer reporting agency making such report.

I have read the above notice and understand what it means.

Date \_\_\_\_\_ Signature of Applicant \_\_\_\_\_