



Application for Employment

Pittsburgh Family Foot Care, P.C. is an equal opportunity/affirmative action employer and abides by all federal, state, and local law prohibiting discrimination in employment based on race, color, religion, sex, national origin, age, disability, veteran status, citizenship status, and all other protected groups.

Please answer all of the following questions, even if you have attached your resume.

Name _____ Social Security No. _____

Position Applying for _____ Date _____

Current address Street _____

City, State, Zip Code _____

Phone Number _____ E-Mail _____

Address _____

Availability Full-Time Part-Time Days

Evenings Overtime Seasonal

Referral Source _____

Have you ever worked for Pittsburgh Family Foot Care, P.C. before? No Yes

If yes, dates of employment _____

Have you ever applied at Pittsburgh Family Foot Care before? No Yes

Dates of application _____

Have you ever been convicted of a crime? No Yes

If yes, please explain _____

(A positive response will not necessarily affect your eligibility for employment.

Applicants are not obliged to disclose sealed or expunged records of conviction.)

Are you able to perform the tasks required to carry out the job for which you have applied, with or without accommodation? No Yes

As related to the position applied for, what language(s) do you speak, read, and/or write?

What is your degree of fluency for each language listed? _____

What professional, trade, or business activities are you involved with, relevant to the job for which you are applying? _____

Employment Experience

List current or most recent employment first. Include military service, if any.

May we contact your current employer? () No () Yes

Employer _____

Phone Number _____

Address Street _____

City, State, Zip Code _____

Manager's name and title _____

Employed from _____ to _____

Starting position _____ Final position _____

Starting salary _____ Final salary _____

Primary responsibilities _____

Reason for leaving _____

Employer _____

Phone Number _____

Address Street _____

City, State, Zip Code _____

Manager's name and title _____

Employed from _____ to _____

Starting position _____ Final position _____

Starting salary _____ Final salary _____

Primary responsibilities _____

Reason for leaving _____

Employer _____

Phone Number _____

Address Street _____

City, State, Zip Code _____

Manager's name and title _____

Employed from _____ to _____

Starting position _____ Final position _____
Starting salary _____ Final salary _____
Primary responsibilities _____

Reason for leaving _____

Employer _____
Phone Number _____
Address Street _____
City, State, Zip Code _____
Manager's name and title _____
Employed from _____ to _____
Starting position _____ Final position _____
Starting salary _____ Final salary _____
Primary responsibilities _____

Reason for leaving _____

List any professional licenses: _____

List any work-related awards: _____

List any professional publications: _____

List all business machines you can operate and computer software with which you are familiar: _____

Education and Training

List all schools attended, including high school, college, graduate school, business school, trade, and technical institutions.

Name _____
Address Street _____
City, State, Zip Code _____
Number of years completed _____ Degree/Diploma _____

Name _____

Address Street _____
City, State, Zip Code _____
Number of years completed _____ Degree/Diploma _____

Name _____
Address Street _____
City, State, Zip Code _____
Number of years completed _____ Degree/Diploma _____

Name _____
Address Street _____
City, State, Zip Code _____
Number of years completed _____ Degree/Diploma _____

List any academic achievements or extracurricular activities relative to the position applied for: _____

Identify any additional knowledge, skills, or qualifications that will be helpful to us in considering your application for employment: _____

Please provide the name, title address, and telephone number of three business or academic references, other than current or former employers, who are not related to you.

Reference 1: _____

Reference 2: _____

Reference 3: _____

Conditions of Employment:

References and Background Checks. I understand that my employment may be based on receipt of satisfactory information from former employers, schools, and other references, as well as satisfactory results of a background check, including criminal history, credit history, and Social Security number verification, if deemed appropriate. I authorize Pittsburgh Family Foot Care, P.C. and its representatives to investigate without liability, any information supplied by me. I also authorize listed employers, schools, and references, as well as other reference sources, to make full disclosure to any relevant inquiries by Pittsburgh Family Foot Care, P.C. and its representatives without liability. In the event that Pittsburgh Family Foot Care, P.C. is unable to verify any reference stated on this application, it is my responsibility to furnish the necessary documentation.

Drug Testing. Except as limited by law, I accept that Pittsburgh Family Foot Care, P.C. may test applicants and employees prior to or during employment for the use of illegal drugs and controlled substances.

Employment-at-Will. I understand that employees hired by Pittsburgh Family Foot Care, P.C. may terminate their employment at any time, with or without notice or cause. Likewise, Pittsburgh Family Foot Care, P.C. may terminate the employment of any of its employees at any time, with or without notice or cause. I further understand that if hired, my employment is for no definite period or time, and if terminated, Pittsburgh Family Foot Care, P.C. is liable only for wages earned as of the date of termination. In addition, no representations of Pittsburgh Family Foot Care, P.C., other than the president or a designated official, has any authority to enter into any agreement, oral or written, for employment for any specified period of time or to make any agreement or assurances contrary to this policy. Nothing in this application shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of Pittsburgh Family Foot Care, P.C. employees.

Minimum Age Compliance. If I am under the minimum working age, I agree to furnish a work permit prior to hire.

Immigration Reform and Control Act of 1986 Compliance. I understand that in compliance with the Immigration Reform and Control Act of 1986, I will be expected to produce the required documentation to establish my identity and eligibility to work. Employment by Pittsburgh Family Foot Care, P.C. is contingent upon my producing the required documentation or evidence of having applied for it within three calendar days after hire.

Pittsburgh Family Foot Care, P.C. Policies. If hired, I agree to abide by the policies, procedures, and regulations of Pittsburgh Family Foot Care, P.C.

Confidentiality. If hired, I agree to be discreet when discussing any financial, proprietary, trade, or other confidential information related to Pittsburgh Family Foot Care, P.C. business activities. I understand that revealing such information is grounds for immediate termination.

Application Content Certification. I certify that all of the information contained in this application is true and complete to the best of my knowledge.

Applicant Signature _____

Applicant Name (Please Print) _____

Date _____