



Please Print Legibly
Last Name, First Initial

Position Applied for:

Only those candidates selected for an interview will be contacted.

Employment Application

Integrity * Trust * Patient Focus * Teamwork * Fun

Pacific Medical Group associates and providers enjoy clean, well-equipped offices staffed by committed, well-trained team members. We encourage a work environment of respect, collaboration, and professionalism in everything we do from high-quality, patient-centered care to fun employee activities.

Our employees enjoy a competitive compensation and benefits package that includes medical, dental, prescription, and vision coverage, 401k with a company match, long and short-term disability, life and AD&D insurance for self, spouse and children, and flex spending accounts for medical and dependent care.

IMPORTANT INFORMATION FOR OUR APPLICANTS

Attendance

As a Pacific Medical Group (PMG) team member, excellent attendance and punctuality are critical. Arriving on time and working your scheduled shift are paramount to providing high-quality, timely care to our patients. Poor attendance and tardiness place an unnecessary burden on your fellow team members and erode the efficiency needed for a smooth running office and patient-centered care. Initial

Respectful workplace and professionalism

All team members of Pacific Medical Group (PMG) are expected to conduct themselves professionally and with respect for others whenever and wherever they may be representing the company. Building and nurturing a respectful and collaborate team environment at Pacific Medical Group is important to maintaining good morale, patient-centered care, and organizational profitability. Initial

Smoke-Free Workplace

As a provider of medical care, Pacific Medical Group supports a SMOKE-FREE workplace. This standard is intended to promote a healthy work environment for our employees as well as for our patients and visitors. If this standard would be difficult for you to meet, PMG will not be an employer choice for you. Initial

Application and Selection Process

1. Cover letters and resumes will not be accepted in lieu of a completed application. Completed applications must be submitted prior to interviews being granted. All applicants selected for face-to-face interviews are required to complete background check and reference check forms.
2. Some positions may require completion of a supplemental application or job specific evaluation.
3. Your resume, cover letter, and completed application will be reviewed by Human Resources and the appropriate hiring manager, and compared against the qualifications for the position for which you've applied.
4. Based on your qualifications, Human Resources may conduct a phone screen or may forward your information along to the hiring manager for review and further consideration.
5. Based on your qualifications, the hiring manager may conduct a phone screen or schedule a face-to-face interview as well as follow up interviews with key team members.
6. Finalists for a position are subject to reference and background checks and must successfully complete a drug screen. An offer may be tendered contingent upon the outcome of references/background checks and a successful drug screen. However, candidates should not consider themselves hired nor be scheduled to work until all results have been received and the offer confirmed.



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Fill in and complete all requested information. Cover letters and resumes will not be accepted in lieu of a completed application. Completed applications must be submitted prior to interviews being granted.

POSITION APPLYING FOR: _____ **TODAY'S DATE** _____

Last Name	First Name	MI	Home Phone #

Address	City	State	Zip	Message Phone #

E-Mail Address	Type of Employment Sought	Salary Desired
	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> On-Call <input type="checkbox"/> Temporary/Summer	\$ _____

DAYS AND TIMES AVAILABLE AND WILLING TO WORK						
	Monday	Tuesday	Wednesday	Thurs	Friday	Saturday
AM						
PM						

SKILLS (check all that apply)

<input type="checkbox"/> 10 key, _____ spm	<input type="checkbox"/> Credit/Collections	<input type="checkbox"/> Medical Terminology	<input type="checkbox"/> EMR:	<input type="checkbox"/> Logician	<input type="checkbox"/> Intergy
<input type="checkbox"/> Typing, _____ wpm	<input type="checkbox"/> Medical Billing	<input type="checkbox"/> MS Word	<input type="checkbox"/> Multi-line phone	<input type="checkbox"/> Bookkeeping	<input type="checkbox"/> MAS 90/200
<input type="checkbox"/> Medical Transcription	<input type="checkbox"/> Medical Data Entry	<input type="checkbox"/> MS Excel	<input type="checkbox"/> AP/AR	<input type="checkbox"/> Payroll	<input type="checkbox"/> ABRA
					<input type="checkbox"/> Centricity
					<input type="checkbox"/> Epic

Have you ever been employed with PMG? <input type="checkbox"/> Yes <input type="checkbox"/> No	Position Held: _____
If yes, what was your reason for leaving? <input type="checkbox"/> Resigned <input type="checkbox"/> Discharged <input type="checkbox"/> Layoff	Job Location: _____
How did you learn about the position (please specify) <input type="checkbox"/> Newspaper <input type="checkbox"/> Internet <input type="checkbox"/> PMG Website <input type="checkbox"/> Other: _____	If offered employment, when are you available to start? _____

EDUCATION AND TRAINING

Type	Academic Institution	City/State (Country)	Major/Minor	GPA	Degree/Yrs Completed
High School					
College/Univ.					
College/Univ.					
Trade/Vocational					

LICENSE/REGISTRATION/CERTIFICATION (Employment Related Only)

Lic/Reg/Cert Type	State	Lic/Reg/Cert #	Application Date	Expiration Date	Any Restrictions

Are you authorized to work in the US and able to provide required documentation within three business days of employment? Yes No.

Have you ever pled guilty or been convicted of a criminal offense other than a minor traffic violation in the past 10 (ten) years? Yes No

If, yes, what were you convicted of? _____

(Note: A conviction does not necessarily exclude you from consideration for employment.)

EMPLOYMENT HISTORY *Must be completed – See my Resume is not acceptable. (Please be certain information is accurate)*

List your employers beginning with your current or most recent and work backwards.

May we contact your current employer? Yes No

Dates Employed (Mo/Yr)	Company Name	Address	City, State, Zip	Reason for Leaving:
From	Name of Supervisor	Title	Phone #	
To				Ending Salary \$
<input type="checkbox"/> Full Time <i>or</i> <input type="checkbox"/> Part Time	Your Job Title	Duties/Responsibilities		

Dates Employed (Mo/Yr)	Company Name	Address	City, State, Zip	Reason for Leaving:
From	Name of Supervisor	Title	Phone #	
To				Ending Salary \$
<input type="checkbox"/> Full Time <i>or</i> <input type="checkbox"/> Part Time	Your Job Title	Duties/Responsibilities		

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<input type="checkbox"/> Full Time <i>or</i> <input type="checkbox"/> Part Time	Your Job Title	Duties/Responsibilities		

Dates Employed (Mo/Yr)	Company Name	Address	City, State, Zip	Reason for Leaving:
From	Name of Supervisor	Title	Phone #	
To				Ending Salary \$
<input type="checkbox"/> Full Time <i>or</i> <input type="checkbox"/> Part Time	Your Job Title	Duties/Responsibilities		

EXPLAIN GAPS IN EMPLOYMENT *(Use the space below to explain any gaps in your employment.)*

Dates (Mo/Yr) From/To	Reason for Gap

ADDITIONAL PROFESSIONAL/CHARACTER REFERENCES *(Individuals who can attest to your work skills and experience)*

First Name, Last Name	How Known	Yrs Known	Phone #

Based on the Job’s requirements, use the area below to list your top five qualifications for the position.

1.
2.
3.
4.
5.
6.

ATTESTATION

Pacific Medical Group (PMG) is an equal opportunity employer. We hire and promote without regard to race, color, religion, national origin, age, gender, sexual orientation, marital status, physical or mental disability, or any other state or federal protected classification.

1. I certify by my signature that the information I have given on this application is true and complete. I understand that any falsification, misrepresentation or omission of facts in this application or in any required document, as well as any misleading statements or omissions, will be cause for denial of employment or termination, regardless of when or how discovered.
2. I certify I understand that I may be required to work at jobs and/or locations other than my regular assignment/location as the needs of the organization require, and that my employment is subject to complying with these rules, and conditions.
3. I understand that, except as provided in a written contract signed by the employee and the Company, that PMG is an “AT WILL” employer and as such, the employee has the right to terminate employment at any time for any reason, with or without notice and that PMG has the right to terminate my employment at any time for any reason, with or without cause, with or without notice.
4. I authorize Pacific Medical Group to contact any and all references I have given on or with this application. I hereby release all parties and persons connected with any such requests for information from all claims, liabilities, and damages for any reason arising out of the furnishing of such information. If employed, I release Pacific Medical Group from any liability for future references it may provide regarding my work history.
5. I understand that PMG hires only U.S. citizens and lawfully authorized alien workers; and if selected, I am required by law to provide acceptable proof of my identity and employment eligibility in the United States within 3 business days of employment. I further understand that if I do not provide the appropriate documentation within 3 business days of my employment, I am **prohibited by law** from continued work until I do so.

I have read and I understand the Attestation above.

All applications must be complete, signed and dated before applicants are considered for interviews.

Applicant Signature

Date

ONLY THOSE CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED.

FINALISTS FOR POSITIONS WITH PACIFIC MEDICAL GROUP ARE SUBJECT TO A BACKGROUND CHECK.

SUCCESSFUL COMPLETION OF A DRUG SCREEN IS A CONDITION OF EMPLOYMENT FOR ALL POSITIONS.