



# Anne Arundel Dermatology, P.A. Application for Employment

We are committed to a policy of Equal Employment Opportunity and will not discriminate on any legally recognized basis, including but not limited to race, age, color, religion, sex, marital status, national origin, ancestry, physical or mental disability, pregnancy, sexual orientation, genetic information, or any other legally protected basis.

Date \_\_\_\_\_

Applicant Name \_\_\_\_\_  
*Last First Middle*

Social Security Number \_\_\_\_\_ Referred by \_\_\_\_\_

Present Address \_\_\_\_\_  
*Street City State Zip Code*

Permanent Address \_\_\_\_\_  
*Street City State Zip Code*

Home Phone No. \_\_\_\_\_ Cell / Other Phone No. \_\_\_\_\_

Position Desired \_\_\_\_\_

How did you learn about this opening? \_\_\_\_\_

Date you can start \_\_\_\_\_ Salary Desired \_\_\_\_\_

Have you ever been employed by this company? (circle one) Yes No  
Location \_\_\_\_\_ When? \_\_\_\_\_

Have you applied for a position with this company in the past? (circle one) Yes No

Do you prefer (circle one) Full-time Part-time

If part-time, hours per week desired \_\_\_\_\_

Hours you are available to work \_\_\_\_\_

Days of week you are available to work \_\_\_\_\_

Are you willing to work overtime? Yes No

Are you employed? Yes No

If so, may we inquire of your present employer? Yes No

Are you a U.S. citizen or an alien authorized to work in the U.S.?      Yes      No

Are you able, at the time of employment to submit verification of your legal right to work in the U.S.?      Yes      No

*Verification and completion of the I-9 form must be submitted no later than three business days after the date of hire.*

Have you ever been disciplined for breaching HIPAA Privacy or Security regulations in a previous job?      Yes      No

Have you ever been convicted of a felony that has not been expunged?      Yes      No

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

Education	Name and Location	Graduated / GED (circle one)		Major Area of Study
		Yes	No	
High School		Yes	No	
College		Yes	No	
Technical, Business, Or Graduate School		Yes	No	
Other education or Training		Yes	No	

Specialized technical skills/proficiencies (ie., computer programmer language, equipment operation, special tools or machines used)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WORK EXPERIENCE**

List the last three employers, starting with your present or last place of employment.

**1** Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Position Held/title \_\_\_\_\_ Dates Employed (From/To) \_\_\_\_\_  
Supervisor \_\_\_\_\_ Telephone \_\_\_\_\_  
May we contact?      Yes      No  
Description of Duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

**2** Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Position Held/title \_\_\_\_\_ Dates Employed (From/To) \_\_\_\_\_  
Supervisor \_\_\_\_\_ Telephone \_\_\_\_\_  
May we contact?      Yes      No  
Description of Duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

**3** Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Position Held/title \_\_\_\_\_ Dates Employed (From/To) \_\_\_\_\_  
Supervisor \_\_\_\_\_ Telephone \_\_\_\_\_  
May we contact?      Yes      No  
Description of Duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

**REFERENCES**

Give the names of three persons not related to you, whom you have known at least three years.

**1** Name \_\_\_\_\_ Years Known \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_ Occupation \_\_\_\_\_

**2** Name \_\_\_\_\_ Years Known \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_ Occupation \_\_\_\_\_

**3** Name \_\_\_\_\_ Years Known \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_ Occupation \_\_\_\_\_

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**APPLICANT'S STATEMENT**

In signing this application, I certify that all of the foregoing information is a complete and accurate statement of the facts and understand that if any misrepresentation, omission or falsification be discovered, it will constitute grounds for dismissal. I hereby authorize you to conduct any relevant investigation necessary concerning any part of my background related to the position I am seeking and hereby release you from any and all liability that may relate to or arise from such inquiries.

I understand and agree that, if employed by this organization, I will abide by its rules and regulations which I understand are subject to change. I further understand that, if hired, my employment is for no definite period of time and may be terminated by either party at any time.

\_\_\_\_\_  
Applicant's Signature / Date

**UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.**

**I verify that I have received notice of the prohibition on lie-detector or similar tests.**

\_\_\_\_\_  
Applicant's Signature / Date

All interested applicants must read and sign the following. However, only those applicants we are seriously considering for hire will be given additional paperwork to begin the employee screening process.

### **FAIR CREDIT REPORTING ACT DISCLOSURE**

**Anne Arundel Dermatology**, (the “Company”) may seek to obtain a consumer report about you from a consumer-reporting agency of its choice. The consumer report may include a credit report, criminal background check, social security number verification and/or driving record, among other things. These reports may be used in making decisions with regard to a potential, or an existing, franchisee-relationship with the Company. You agree and understand that such reports may be obtained on an on-going basis without further notification.

The Fair Credit Reporting Act (“FCRA”) provides you with certain rights. Attached is a copy of a “Summary of Your Rights Under the Fair Credit Reporting Act.” You may contact the Federal Trade Commission (“FTC”) to inquire further about your rights.

In the event that the Company obtains a consumer report and/or investigative consumer report about you and considers any information in it when making a decision that adversely affects you, you will be provided a copy of the report, a summary of your rights, and other information required by law.

### **FAIR CREDIT REPORTING ACT AUTHORIZATION**

I, \_\_\_\_\_, hereby voluntarily and knowingly authorize the Company to obtain a consumer report about me from a consumer-reporting agency of its choice. I also authorize all persons, corporations, organizations, credit bureaus, agencies and other entities to release all information requested by the consumer reporting agency retained by the Company for purposes of compiling a consumer report about me for business related purposes.

I hereby release the Company, the consumer-reporting agency it retains, and both entities’ officers, agents, employees and representatives from any liability arising from the preparation or use of the consumer report about me or any investigations relating to it.

I certify that I have read this document, including the above Disclosure, and understand its contents.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email

### **A Summary of Your Rights Under the Fair Credit Reporting Act**

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every "consumer reporting agency" (CRA). Most CRAs are credit bureaus that gather and sell information about you -- such as if you pay your bills on time or have filed bankruptcy -- to creditors, employers, landlords, and other businesses. You can find the complete text of the FCRA, 15 U.S.C. 1681-1681u, at the Federal Trade Commission's web site (<http://www.ftc.gov>). The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

- You must be told if information in your file has been used against you. Anyone who uses information from a CRA to take action against you -- such as denying an application for credit, insurance, or employment -- must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.
- You can find out what is in your file. At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.
- You can dispute inaccurate information with the CRA. If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRAs -- to which it has provided the data -- of any error.) The CRA must give you a written report of the investigation, and a copy of your report if the investigation results in any change. If the CRA's investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.
- Inaccurate information must be corrected or deleted. A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified. If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.
- You can dispute inaccurate items with the source of the information. If you tell anyone -- such as a creditor who reports to a CRA -- that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you've notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.
- Outdated information may not be reported. In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.
- Access to your file is limited. A CRA may provide information about you only to people with a need recognized by the FCRA -- usually to consider an application with a creditor, insurer, employer, landlord, or other business.
- Your consent is required for reports that are provided to employers, or reports that contain medical information. A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.
- You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers. Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.
- You may seek damages from violators. If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

The FCRA gives several different federal agencies authority to enforce the FCRA. FOR QUESTIONS OR CONCERNS REGARDING the information provided PLEASE CONTACT:

Federal Trade Commission  
Consumer Response Center - FCRA  
Washington, DC 20580 202-326-3761