



Administrative Employment Application

Applicant Information

Full Name: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Date Available: _____ Social Security No.: _____ Desired Wage: \$ _____

Hours you are available during the day: (ex: 8-5 everyday)

Desired number of hours per week: (ex: 30-35 hrs)

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever worked for this company? YES ☐ NO ☐ If yes, when? _____

Have you ever been convicted of a felony? YES ☐ NO ☐

If yes, explain: _____

Have you ever worked for a Community Mental Health Organization (CMH) such as Northpointe or a company that was contracted with a CMH? YES ☐ NO ☐ If yes, do you consent to a Recipient Right check? YES ☐ NO ☐

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Wage: \$ _____ Ending Wage: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference?

YES

☐

NO

☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Wage: \$ _____ Ending Wage: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference?

YES

☐

NO

☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Wage: \$ _____ Ending Wage: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference?

YES

☐

NO

☐

Job Specific Questions

What would make you a good candidate for the administrative assistant position? _____

Describe any experience you have working in an office setting. _____

Are you proficient with Microsoft Word and Excel?

YES

☐

NO

☐

Do you have experience with Dropbox?

YES

☐

NO

☐

Do you have experience with scheduling?

YES

☐

NO

☐

Do you have experience with medical billing?

YES

☐

NO

☐

Do you have experience with payroll?

YES

☐

NO

☐

Do you have experience with customer service?

YES

☐

NO

☐

Do you have a valid driver's license?

YES

☐

NO

☐

If extended an offer, would you be willing to participate in the company's background check process?

YES

☐

NO

☐

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____

Date: _____

Please attach your resume with this application.