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Application for Employment

Collins Orthodontics is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, age, sex, gender, disability, or any other reason prohibited under Federal, State, or local laws.

Please complete all required fields. Some sections are optional as noted. This application must be signed and dated to be considered for employment.

1. Applicant Contact Information

First Name:	Middle Initials:	Last Name:
List Other Names Used:		
Street Address:		
City:	State:	Zip Code:
Mobile Phone:	Home Phone:	Email Address:

Questions About Applicant

2. Position Desired	Type of Employment Desired:	Date Available
	☐ Full Time ☐ Part Time	
	☐ Temporary	

Are you legally eligible for employment in the United States? (Proof of U.S. Citizenship or immigration status will be required upon Employment)

☐ Yes ☐ No

Are you 16 years of age or older?

☐ Yes ☐ No

How did you hear about this position?

3. Have you ever applied here before?

☐ Yes ☐ No

4. If yes, when?

Educational Background

Providing education and background information is optional. Any information shared will only be considered as it relates to the requirements of the position.

5. Have you completed a high school diploma, GED, or equivalent credential?

☐ Yes ☐ No

6. If no, what is your current or most recently completed grade level?

☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐ Other

7. Have you ever completed US Military Service?

☐ Yes ☐ No

8.		Branch	Rank	Date of Service
	1.			

9. Have you completed any college, university, or trade program coursework, certificates, or degrees?

☐ Yes ☐ No

10.		Name of school or program	City, State, & Country	Credential received (e.g., degree, diploma, certificate, licensure)	Field of study or major (if applicable)
	1.				
	2.				
	3.				

Employment History

List all positions held, including part-time, seasonal, and volunteer work. Explain any employment gaps in the comment section. Protected leave under state or federal law need not be disclosed. A resume does not substitute for completing this section.

11.

	Employer Name	Telephone	Job Title	Reason for Leaving	Responsibilities
1.					
2.					
3.					

Comment Section

Special Training and Skills

12. Please list languages spoken fluently, other than English:

Please list pertinent skills, special training, and equipment you are trained to operate:

Please list any other accomplishments, awards, professional groups of which you are a member, or additional information you would like us to consider:

Professional/Work References

List name and telephone number of three professional/work references who are not related to you.

13.

	Name	Company	Address	Telephone
1.				
2.				
3.				

Pre-Interview Questions

These questions help us better understand you as a person and assess your fit within our team and workplace culture. Your responses are not used to screen out candidates and will only be reviewed as part of the overall application process.

14. 1. What are you really good at?

2. What about your past jobs have you really enjoyed?

3. What about your past jobs have you not enjoyed?

4. Describe what YOUR ideal job or workplace would look like:

5. Outside of work, what do you enjoy doing in your free time?

6. After work each day, which best describes how you like to unwind? Check two categories:

☐ Exercise/Sports ☐ TV/Phone/Social Media ☐ Reading Books ☐ Other

If selected "Other", specify below:

7. Which of the following do you feel that you have excellent proficiency (check all that apply. If none, you may leave blank):

☐ Microsoft Word ☐ Microsoft Excel ☐ Power Point ☐ Outlook

Resume & Cover Letter

15. Please attach a copy of your resume and cover letter.

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. I further understand that any employment that is offered to me will be at-will and that this application does not create or imply a contract for employment.

Signature

Date