



Thank you for choosing to explore a career with the eye specialists at the Weatherford Eyecare Center.

REQUEST FOR EMPLOYMENT

Let's Get To Know You

First Name: Last Name: MI:

SS# Gender: M / F Email:

Cell Phone: Address: City:

State: Zip: DL # State Are you 18 years of age or over?

How often do you smoke? Hobbies & Special Interests:

Emergency Contact: Relationship: Phone:

Career Interest (please select the team(s) you are most interested in serving)

- Hospitality Team Insurance & Billing Team Fashion Optical Team Medical Technician Team

Salary Requirements Full Time Part Time Start Date:

After a 90 day training period team members qualify for the WEC Benefit Package. Select the option(s) you may be interested in: Retirement Package Health Insurance Package Continued Education & Certification Package

Why do you prefer to serve our patients and join our team?

What type of leadership do you expect from team leaders?

How do you resolve conflict?

What was your favorite part about our website?

Are you legally eligible for employment in the U.S.? Y / N Have you ever committed or been convicted of a crime, entered a plea deal of no contest to a crime, or received a suspended sentence (regardless of the ultimate adjudication) for a crime? Y / N If yes, explain

Have you ever been sued for causing the death of, or injury to any person, or any property damage (e.g., for assault, battery, defamation, etc.)? Y / N If yes explain the nature of the claims in the lawsuit(s) and disposition(s)

Career Expectations (please initial next to each expectation)

A. Attitude

- 1. We expect you to be pleasant to others, positive and encouraging to other team members, and customer service oriented. We even have an "Above and Beyond Award" for staff who give their best efforts for each other.
2. We expect you to be serious about your job responsibilities, but to go about your work joyfully and with a sense of humor.
3. We expect you to show respect for patients, team members, doctors, and managers by listening carefully and speaking respectfully at all times.
4. We expect that you will share any concerns, frustrations or grievances regarding the Weatherford Eyecare Center's policies or procedures with your supervisor, rather than co-workers.

5. We expect you to be honest with everyone you deal with and try to "do unto others and you would like them to do unto you".
- B. Attendance
1. We expect you to be at work and on time every day you are scheduled to work except for preapproved absences and rare emergencies. Minimum of two weeks notices is mandatory.
 2. We expect that when you are clocked in you are in uniform and are ready to work, having already taken care of personal matters such as visiting the restroom, putting lunch in the refrigerator, fixing make up, etc.
 3. We expect you to have made arrangements ahead of time for child care, including the possibility of sick family members who you are not covered for under FMLA guidelines.
 4. We expect you to manage your paid time off (PTO) and to maintain sufficient reserve to provide for unexpected needs.
 5. We expect you to park in your assigned parking place.
- C. Appearance
1. We expect you to be properly groomed, neatly attired in uniform, and in a pleasant frame of mind at work.
 2. We expect you to be in uniform any time you are "on the clock."
 3. We expect your uniform to be clean and well pressed at all times.
 4. We expect ladies to wear foot coverings and have neat and attractive hair and makeup.
 5. We expect gentlemen to be well groomed at all times.
 6. We expect that no open toed shoes, faded or frayed or torn fabrics be worn at the Weatherford Eyecare Center. No upper body skin, tattoos, or piercings are allowed to be exposed. All must be covered in a professional manner.
 7. We expect you to smile much more than frown.
 8. We expect all your written documents and correspondence to have a professional appearance.
 9. We expect you to keep you work space neat and to assist in keeping the facility neat.
- D. Accuracy
1. We expect you to be accurate in performing all job tasks and recording all information.
 2. We expect you to be careful and to ask questions to avoid making mistakes.
- E. Aptitude
1. We expect you to have and to exercise the knowledge, skills and judgment necessary to accomplish your job duties.
 2. We expect you to continuously improve your knowledge, skills, efficiency and effectiveness.
- F. Accountability
1. We expect you to accept your responsibility for the performance of your duties.
 2. We expect you to let you supervisor know if you will be unable to fulfill your job duties in the time expected.
 3. We expect that activities such as eating, grooming, personal cell phone use, texting, and personal computer use will not be performed at your desk or during your scheduled work time.
 4. We expect that when you are clocked in you will be accomplishing Weatherford Eyecare Center business.
 5. We expect you to fully comply with all Weatherford Eyecare Center policies and procedures.
- G. Adaptability
1. We expect you to acknowledge that change is necessary in a growing business and to enthusiastically adapt as needed.
- H. Accomplishment
1. We expect you to accomplish the task outlined in the job description for your position in an efficient and cost-effective manner.
 2. We expect you to offer suggestions regarding how we might improve our organization and the custom services we provide to our patients.
 3. We expect you to be constantly upgrading your job skills, including taking advancement certification tests.

Preferred Date for Initial Interview ____ / ____ / ____ Preferred Time: _____ AM / PM

Preferred Date for Second Interview ____ / ____ / ____ Preferred Time: _____ AM / PM

Supplementary documents: Attach an up to date photograph, completed resume including education history, previous five year work history, and three non-personal references with current contact phone number. Incomplete applications will not be considered.

I have read and understand the expectations of the Weatherford Eyecare Center. If I should be employed by the Weatherford Eyecare Center I am capable of fulfilling and willing to fulfill those expectations. I understand that my performance review and continuing employment will be substantially based upon how well I fulfill the expectations. Should I have any expectations of the Weatherford Eyecare Center that appear to conflict with the above expectations, I will clearly express my expectations in writing during the interview process. I understand that should I be hired my compliance with the above expectations is a requirement for continue employment with the Weatherford Eyecare Center.

Applicant's Printed Name

Applicant's Signature

____ / ____ / ____
Date