



# Dental Horizons

Guiding Generations to Healthy Smiles

## Dental Assistant Employment Application

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_  
LAST FIRST MI

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

Email address: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_  
STREET

HOW LONG: \_\_\_\_\_  
CITY STATE ZIP

PRIOR ADDRESS: \_\_\_\_\_  
STREET

HOW LONG: \_\_\_\_\_  
CITY STATE ZIP

EMERGENCY CONTACT: \_\_\_\_\_

**AVAILABILITY**

What date are you available to start? \_\_\_\_\_

What category would you prefer? Full time  Part time  Temporary

What days of the week are you available?

Monday  Tuesday  Wednesday  Thursday  Friday

**PROFESSIONAL LICENSES AND CERTIFICATIONS**

Are you professionally certified for the job applied for?  Yes  No

Name of license/certifications:

\_\_\_\_\_

License/certification number: \_\_\_\_\_ Issuing State: \_\_\_\_\_

Has your license/certification ever been revoked or suspended?  Yes  No

If yes, state the reason(s), date of revocation or suspension, and date of reinstatement:

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

**REFERENCES**

Name	Phone #	Years Known

**EDUCATION**

Name	City & State	Graduate Y N	Degree Type
High School			
College			

## TRAINING AND EXPERIENCE

Please indicate your level of competency in the following areas.

### *DENTAL ASSISTANTS*

	<b>LOW</b>			<b>HIGH</b>	
	1	2	3	4	5
Packing cord	1	2	3	4	5
Temporary Crown fabrication	1	2	3	4	5
CAD/CAM digital impressions / crown fabrication	1	2	3	4	5
Digital X-ray processing	1	2	3	4	5
Formal restorative training (Dawson, Panky, Seattle Study Club, Spear)	1	2	3	4	5
Alginate impression and study model preparation	1	2	3	4	5
Photography with mirrors and DSLR Camera	1	2	3	4	5
Sleep training	1	2	3	4	5
Invisalign training	1	2	3	4	5
CDT Codes	1	2	3	4	5
Nitrous Certification	1	2	3	4	5
Rubber Dam placement	1	2	3	4	5
Restoring teeth with composite	1	2	3	4	5
Seating adjusting crowns	1	2	3	4	5
Computer skills	1	2	3	4	5
Typing skills (Approx. speed _____ per minute)	1	2	3	4	5
Excel	1	2	3	4	5
Outlook	1	2	3	4	5
Softdent	1	2	3	4	5

## OFFICE CULTURE

At Dental Horizons we believe that our culture is made up of 3 key components; Vision, Core Values and Impact.

**Vision:** Inspire all to do more, be more and give more

**Core Values:**

- Integrity
- Gratitude
- Discipline
- Education
- Communication
- Accountability

**Impact:**

- Best Place to Work
- Patient Centric
- Generous Spirit
- Faith
- Industry Leader
- Healthy Living

*Please give a description of how you would actively participate in the success of this vision.*

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*Please give a description of what teamwork means to you?*

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## EMPLOYMENT HISTORY

### *Most Recent Employer:*

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Position Title: \_\_\_\_\_ Starting salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

Dates: From \_\_\_\_\_ To \_\_\_\_\_ Supervisor: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

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Are you currently working for this employer? Yes  No

If yes, may we contact them? Yes  No

### *Second Most Recent Employer:*

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Position Title: \_\_\_\_\_ Starting salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

Dates: From \_\_\_\_\_ To \_\_\_\_\_ Supervisor: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

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### *Third Most Recent Employer:*

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Position Title: \_\_\_\_\_ Starting salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

Dates: From \_\_\_\_\_ To \_\_\_\_\_ Supervisor: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

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## CRIMINAL HISTORY

Have you ever been convicted of a crime?

Yes  No

*Please explain a yes answer.* \_\_\_\_\_  
\_\_\_\_\_

Are you currently awaiting trial for any criminal offense?

Yes  No

*Please explain a yes answer.* \_\_\_\_\_  
\_\_\_\_\_

### ***APPLICANT NOTE***

This application form is intended for use in evaluating your qualifications for employment. This application form is not an offer of employment. If hired, such employment shall be considered "at will" and this application is not intended to constitute a contract of continued employment. False or misleading statements during the interview or on this form may result in the refusal to hire or termination of employment. Applicants are considered for positions without discrimination on the basis of race, color, religion, sex, national origin, age, disability, or any other consideration made unlawful by applicable federal, state or local laws. Additional testing of job-related skills and for the presence of drugs in your body may be required prior to employment. After an offer of employment, and prior to reporting to work, you may be required to submit to a medical review.

### ***CERTIFICATION AND RELEASE***

I certify that I have read and understand the applicant note on this form and that the answers given by me to the foregoing questions and the statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions or misrepresentations of facts called for in this application, whether on this document or not, may result in rejection of my application or discharge at any time during my employment. I authorize the company and/or its agents, including consumer reporting bureaus, to verify any of this information. I release all former employer, persons, schools, companies and law enforcement authorities from any liability for any damage whatsoever for issuing this information. I also understand that the use of illegal drugs is prohibited during employment. If company policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**Employment Expectation Worksheet**

Rank the following descriptive words from 1 to 12, with 1 being the most important and 12 being the least important, regarding what you are looking for in an employment opportunity.

- \_\_\_\_ Feedback
- \_\_\_\_ Hours to Fit My Schedule
- \_\_\_\_ Career Advancement / New Skills / Continuing Education
- \_\_\_\_ Friendly Co-workers
- \_\_\_\_ Benefits
- \_\_\_\_ To Be Appreciated
- \_\_\_\_ Performance Objectives
- \_\_\_\_ Opportunity for impacting others
- \_\_\_\_ Compensation structure (guarantee vs. bonus)
- \_\_\_\_ Job Security
- \_\_\_\_ Quality of the product/service we provide
- \_\_\_\_ Location

**Picking Pairs**

Task: Take a look at the rows of numbers below. In each row, you must circle pairs of adjacent numbers that add up to 10.

For example: in this line: 3 (4) (6) (4) (2) (8) 9 (3) (7) There are four pairs.

- 1 4 7 3 7 3 5 4 6 2 8 5 4 7 5 5 8 1 9
- 3 6 4 4 5 7 3 7 2 8 2 3 7 6 2 8 6 9 1
- 5 3 7 5 2 4 6 7 2 2 8 7 3 8 2 8 7 3 7
- 8 4 6 1 3 7 5 5 7 3 6 2 8 5 8 9 1 6 4
- 9 0 4 6 3 5 5 1 9 4 5 2 8 2 3 1 9 0 2