



## Broad Top Area Medical Center's General Application

**Personal Information:**

**Today's Date:** \_\_\_\_\_

<b>Name:</b>		<b>Social Security Number:</b>	
<b>Present Address:</b>	<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>
<b>Phone Number:</b>		<b>Referred by:</b>	

**Email Address** \_\_\_\_\_

**Please check the positions you are interested in**

- ☐ **Front Desk Specialist (Medical or Dental)**
- ☐ **Medical Records Specialist and/or Referral and Authorization Specialist**
- ☐ **Billing Specialist**
- ☐ **Certified Medical Assistant, Nurse (LPN or RN)**
- ☐ **Phlebotomist**
- ☐ **Behavioral and Mental Health position**
- ☐ **Woman's Infant and Children position**
- ☐ **Dental Assistant**
- ☐ **Dental Hygienist**
- ☐ **Other:** \_\_\_\_\_

**Education History:**

	Name & Location of School	Years Attended	Did you Graduate:	Subjects Studied/Degree Earned:
High School				
College				
Trade, Business, Etc.				

**Current/Former Employers: (List below the last four employers, starting with the last one first)**

Date Month and Year	Name	Salary	Position	Reason for Leaving
From:				
To:				
From:				
To:				
From:				
To:				
From:				
To:				



***Please write about the skills you have for the position requested (ex., customer service, patient care, data entry, computer skills etc.).***

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***Please explain why you feel you are a good candidate for the position.***

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***Do you know anything about Federally Qualified Health Centers and if so explain?***

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***Do you have reliable childcare and transportation? Do you have a valid driver's license?***

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***Please list any certifications and/or licenses below:***

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***Are you interested in a part-time or full-time position? Please identify your availability during evening and weekend hours.***

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***Have you ever been convicted of a crime? If yes, please explain.***

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Please email resume and references to Tracey Earley (Human Resources Director)  
[tearley@broadtopmedical.com](mailto:tearley@broadtopmedical.com).

Once a position becomes available, we will reach out to you to schedule an interview for the position. Please note that Broad Top Area Medical Center has several locations throughout Huntingdon County, and you could be interviewing for a position at any of those locations. Prior to the interview we will notify you of the position and location available.

I hereby certify that the information provided in this application is true, accurate, and complete to the best of my knowledge. I understand that any false or misleading information may result in the disqualification of my application or, if hired, may lead to termination of employment. I authorize Broad Top Area Medical Center to retain and use the information provided. I am aware that a criminal background check WILL be required to be considered for employment. By submitting this application, I acknowledge and consent to these terms.

*Name*\_\_\_\_\_ *Date*\_\_\_\_\_

*Signature*\_\_\_\_\_