



Position applying for:  Front Office  Dental Assistant  Office Manager

Location applying for:

DeHaro Saldivar  
1400 N. Westmoreland Rd  
Dallas, TX 75211

Blutt Flowers  
303 E. Overton Rd  
Dallas, TX 75216

Garland  
802 Hopkins St  
Garland, TX 75040

Grand Prairie  
801 Conover Dr  
Grand Prairie, TX 75051

South East Dallas  
9202 Elam Rd  
Dallas, TX 75217

Irving  
1800 N. Britain Rd.  
Irving, TX 75061

\*\* It is the policy of Bravo! Dental to recruit and select candidates and promote on the basis of demonstrated ability, experience and training without regard to race, religion, color, sex, national origin, age, and disability, marital or veteran status. \*\*

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

Social Security Number \_\_\_\_\_ Full time \_\_\_\_\_ Part time \_\_\_\_\_

Address \_\_\_\_\_

Home phone \_\_\_\_\_ Other phone \_\_\_\_\_

Date available to start work \_\_\_\_\_ Salary requirement \_\_\_\_\_

Days and Hours available \_\_\_\_\_ Years experience \_\_\_\_\_

How many days during the last year have you missed work and why?

Office skills \_\_\_\_\_

Typing: \_\_\_\_\_ Wpm

Comfortable with entering treatment information on computer? \_\_\_\_\_

For assistants only:

Experience with using digital radiography? \_\_\_\_\_ Systems used: \_\_\_\_\_

Able to place rubber dam? \_\_\_\_\_, Take x-ray with rubber dam in place? \_\_\_\_\_

Make temporary crown? \_\_\_\_\_ Able to pack cord? \_\_\_\_\_

Able to place Tofflemire matrix? \_\_\_\_\_

**Previous employment:** (List last 3, most recent first)

1. Employer \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
Dates \_\_\_\_\_ Salary \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
Can we call for reference? \_\_\_\_\_

2. Employer \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
Dates \_\_\_\_\_ Salary \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
Can we call for reference? \_\_\_\_\_

3. Employer \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
Dates \_\_\_\_\_ Salary \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
Can we call for reference? \_\_\_\_\_

**Education:**

Professional training: \_\_\_\_\_ completed \_\_\_\_\_ years, Graduated on \_\_\_\_\_  
College: \_\_\_\_\_ completed \_\_\_\_\_ years, Graduated on \_\_\_\_\_  
High school: \_\_\_\_\_ completed \_\_\_\_\_ years, Graduated on \_\_\_\_\_

**Yes or No** Have you ever been arrested or been convicted of a felony? (Disclosure in itself will not necessarily disqualify you for employment consideration. All circumstances will be considered.) If yes, please explain in detail: \_\_\_\_\_

**Yes or No** Have you ever been accused of, or charged with, discrimination and/or harassment in employment against anyone on the basis of race, sex (including sexual harassment and same-sex harassment), age, religion, disability, color, national origin, veteran's status, sexual orientation or any other basis prohibited by law. If yes, please explain the circumstances and the disposition: \_\_\_\_\_

**Additional information:**

Are you a Texas board certified dental assistant? (Radiology, jurisprudence, infection control) \_\_\_\_\_, effective date \_\_\_\_\_  
Are you Texas board certified for N2O administration? \_\_\_\_\_  
Are you current with CPR requirements? \_\_\_\_\_  
Any additional certificates? \_\_\_\_\_  
Have you had Hepatitis vaccine? \_\_\_\_\_  
Do you smoke? \_\_\_\_\_

**Agreement: (Please read carefully before signing)**

All information provided by me is true and correct to the best of my knowledge. I understand omissions or misrepresentations may be cause for rejection, or, if I am employed may be just cause for subsequent dismissal. I hereby authorize Bravo! Dental to contact all sources necessary to verify this information and agree to hold harmless Bravo! Dental and those providing information.

I understand that issuance of this application does not indicate that there are any positions open and does not in any way obligate the company. If I am employed by the company, I agree to comply with all policies and procedures of the company as condition of continued employment. Furthermore, my employment shall be completely voluntary and may be terminated at will, at any time upon notice by me or by the company.

I will regard and preserve as confidential, and will not divulge to unauthorized persons, or use for unauthorized purposes, either during or after the term of my employment, any information, matter, or things of a then secret, confidential, or private nature connected with the business or employees or the company.

I understand that a background check is mandatory prior to be considered for employment, any offer of employment that is extended to me will be contingent upon the successful completion of a background check.

I understand that when reporting to work I will furnish proof to legally work in the United States.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date