



## EMPLOYMENT APPLICATION INSTRUCTIONS

Thank you for your interest in employment with Children's Eye Physicians, Colorado Family Eye Centers and Colorado Center for Eye Alignment!

The information you provide in this employment application will be used to determine your suitability for the position for which you are applying.

**EQUAL OPPORTUNITY EMPLOYER.** It is our policy to abide by all federal, state and local laws prohibiting employment discrimination based solely on a person's race, color, religion, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information, sexual orientation, or any other protected status except where a reasonable, bona fide occupational qualification exists.

### CONDITIONS OF EMPLOYMENT

- The Immigration Reform and Control Act (IRCA) of 1986, requires all employees to complete an Employment Eligibility Verification Form I-9 form no later than the first day of employment. Failure to comply may result in termination of employment. For a list of acceptable documents in order to complete the I-9, visit <https://www.uscis.gov/sites/default/files/files/form/i-9.pdf>
- A favorable background check is a condition of employment.
- All statements are subject to verification, including work history, education, certifications, degrees and licenses.
- Inaccuracies or incomplete statements may cause your application to be rejected and your name to be removed from further consideration.
- Incomplete applications may also cause your application to be rejected and your name to be removed from further consideration.

### INSTRUCTIONS

- An employment application is required for all positions, and must be completed in its entirety.
- Submission of all requested materials is the responsibility of the applicant.
- You must ensure that ALL Employment History for at least the last 7 years is accounted for in your application package.
- Please print legibly in ink or type your responses in the spaces provided.
- If a question does not apply to you, write "N/A" (not applicable) in the space provided for your response.

Your vision is our mission



- If you need more space than provided to respond to the question, attach additional pages, and identify the additional information by the question.
- Resumes are not accepted *in lieu of* an application. However, we *strongly encourage* all applicants to also submit a resume and cover letter as attachments to the Employment Application.

**Note: You may use a clip to keep items together. However, please do NOT place your application and attachments in a binder, folder or sheet protectors. Do NOT use staples on the application or attached documents.**

Applications should be sent to Children's Eye Physicians by email to:  
resumes@cepcolorado.com

You are also welcome to stop by in person:

Attn: Human Resources Division  
Children's Eye Physicians  
4875 Ward Road, Suite 600  
Wheat Ridge, CO 80033.

Faxed and/or mailed applications are not accepted.

If you have any questions concerning the Employment Application, please contact the Human Resources Department at 303.463.5784.