

Silicon Valley Endodontics & Microsurgery

1565 Hollenbeck Ave, Suite 106, Sunnyvale, CA 94087

Employment Application

We are an equal opportunity employer. We consider all qualified applicants without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, ancestry, age, disability, medical condition, marital status, military or veteran status, or any other characteristic protected by law.

APPLICANT INFORMATION

Full name (first, middle, last)

Date

Street address

City / State / ZIP

Phone

Email

How did you hear about us?

Are you legally authorized to work in the United States? ☐ Yes ☐ No

Are you at least 18 years of age? (If not, a work permit may be required.) ☐ Yes ☐ No

POSITION & AVAILABILITY

Position(s) applying for (check all that interest you):

☐ Front Office / Reception ☐ Dental Assistant (Back Office) ☐ Sterilization / Auxiliary

☐ Front + Back (cross-trained) ☐ Other: _____

Employment type: ☐ Full-time ☐ Part-time

Desired start date

Note: Please do not disclose your prior salary history; we do not consider it in hiring decisions.

Desired pay (hourly rate or range)

Days/hours available (our office operates weekdays and weekends, including Sundays):

Mon	Tue	Wed	Thu	Fri	Sat	Sun
hours available						

Are there any days or times you are regularly unavailable (school, other job, etc.)?

We are open weekends, including Sundays, and see same-day emergencies. Open to weekend shifts? ☐ Yes ☐ Some ☐ No

SKILLS, LICENSES & CERTIFICATIONS

Clinical credentials — check all that apply (leave blank if applying for front office only):

☐ RDA (California) ☐ DA (unlicensed) ☐ X-ray Safety Certificate ☐ CPR / BLS (current)

RDA license # (if applicable)

Expiration date

CPR/BLS expiration date

Front office / administrative — check all that apply:

☐ Scheduling & phones ☐ Insurance verification ☐ Billing / claims ☐ Treatment coordination

Clinical experience: ☐ Endo ☐ Microscope ☐ CBCT

Practice management software experience (e.g., Open Dental, Dentrix)

Languages — many of our patients prefer to communicate in their own language, so this is a real plus (not required).

Comfortable interpreting for patients? ☐ Yes ☐ No

Languages you speak besides English (if any)

Employment Application (continued)

EDUCATION & TRAINING

School / program (highest level or most relevant)	City / State	Diploma / degree / cert.
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Dental assisting / relevant program (if separate)	City / State	Completed? (Y/N)
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Are you currently in school, or planning further education or certification (RDA, X-ray, hygiene, etc.)?

What are you working toward? (We like supporting our team's growth — this also helps us plan schedules around classes.)

EMPLOYMENT HISTORY (MOST RECENT FIRST)

Employer	Position / title	Dates (from – to)
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Supervisor name & phone	Reason for leaving	May we contact? (Y/N)
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Employer	Position / title	Dates (from – to)
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Supervisor name & phone	Reason for leaving	May we contact? (Y/N)
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PROFESSIONAL REFERENCES

Name	Relationship / title	Phone or email
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Name	Relationship / title	Phone or email
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Employment Application (continued)

ABOUT YOU

Most of our patients arrive nervous or in pain. We care more about who you are with people than a perfect resume — a few honest sentences are all we're looking for.

1. Tell us about a time you helped someone who was anxious, upset, or in pain. What did you do?

2. Describe a mistake you made at work and how you handled it. (Everyone makes them — we care how you respond.)

3. What would your last coworkers say it's like to work with you?

4. Where do you see yourself in the future? (There's no wrong answer — knowing your goals helps us support them.)

In 1 year:

In 3 years:

In 5 years:

5. Describe your ideal job. What does the perfect role look like for you?

APPLICANT CERTIFICATION & AGREEMENT

I certify that the information provided in this application is true and complete to the best of my knowledge. I understand that any false or misleading statements or omissions may result in refusal to hire or, if hired, termination of employment. I authorize Silicon Valley Endodontics & Microsurgery (Jason Kung Dental Corp) to verify the information provided, including contacting listed employers and references, except where I have indicated otherwise. I understand that any offer of employment may be conditioned on verification of my legal right to work in the United States and, where applicable, verification of licensure and certification. I understand that, if hired, my employment will be at-will, meaning either I or the practice may end the employment relationship at any time, with or without cause or notice. I understand that this application does not create a contract of employment and that no representative of the practice, other than the owner in a signed writing, may alter the at-will nature of employment.

Applicant signature

Printed name

Date