

To all Resume Placement Service Applicants: Please read and sign this form before completing a registration form.



## Lane County Dental Society

### Resume Placement Service - Information & Release Form

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#### How RPS works:

- RPS accepts resumes from applicants looking for positions as assistants, hygienists, and office staff.
- RPS posts resumes online for review by dental offices hiring for positions in these categories.
- RPS posts a list of jobs available at dental offices online for review by registered job applicants.
- RPS does not separate part-time, full-time, or fill-in position listings.

#### What is included:

- RPS applicants can post resumes and cover letters (4 pages max) and update them at any time.
- RPS registration includes resume posting and access to job lists for one year.

#### How to join:

- Read this information and sign below.
- Complete a Registration form and attach a copy of your resume.
- Send resumes of 4 pages or less, unstapled on white paper.
- Optional: Include a cover letter that describes your availability and whether you will accept fill-in work.
- Reference lists, licenses and/or certifications should not be included with resumes.
- Send these forms with your resume to LCDS at the address below and allow 7-10 days for processing.
- Enclose a \$35 check payable to 'Lane County Dental Society', or call LCDS to charge by phone.
- Be sure to include your email address which is required for LCDS to send you job information.

#### Additional requirements

- Applicants who accept employment should notify LCDS to remove resumes from the active list.
- All applicants who register for this service agree that their resume can be posted to all dental offices.
- To keep a resume on file, applicants must notify LCDS of their continued availability for employment.
- Notify LCDS of employment availability at [www.lanedentalsociety.com/jobupdate.html](http://www.lanedentalsociety.com/jobupdate.html)

#### PLACEMENT SERVICE RELEASE

The undersigned acknowledges and agrees as follows:

1. As a service to its members, Lane County Dental Society (LCDS) accepts résumés from people interested in being employed in the dental profession and provides copies of the resumes to member offices. LCDS does not conduct any type of background check, or reference check on applicants, does not evaluate résumés, and makes no judgments regarding the applicants whatsoever.
2. LCDS member dental offices are able to view online copies of all submitted resumes. No resumes are kept confidential from any dental offices for any reason.
3. The undersigned applicant wishes to submit a résumé to LCDS and, as a condition for continued resume placement, will keep LCDS informed if he or she accepts employment or for any reason is no longer available to accept employment and will promptly respond to LCDS requests for such information.
4. In consideration for LCDS' accepting a submitted résumé, the undersigned acknowledges and agrees to the provisions set forth above and releases any and all claims which the undersigned might have or claim against LCDS and its officers, directors, employees and agents, arising out of or related to the undersigned's submission of his or her résumé.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



**Lane County Dental Society**  
**Resume Placement Service**

**APPLICANT REGISTRATION (Please Print)**

Last name:	First:	MI:
Home address:		
City:	State:	ZIP Code:
<b>EMAIL ADDRESS: (REQUIRED)</b>		
<b>PHONE NUMBER: (REQUIRED)</b>		

JOB CATEGORY YOU ARE REQUESTING		
<input type="checkbox"/> DENTAL ASSISTANT	<input type="checkbox"/> DENTAL HYGIENIST	<input type="checkbox"/> DENTAL OFFICE STAFF

<b>Please ANSWER THE QUESTIONS AND READ THE ITEMS BELOW</b>
Have you read, signed and enclosed the Information & Release Form?
<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently available to accept employment? (If not, do not apply until you are available.)
<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you attached your resume and enclosed a check payable to "Lane County Dental Society" for \$35?
<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> <li>You may also include a cover letter that describes your experience, employment interests and whether you are available for part-time, full-time, fill-in employment or all of the above.</li> <li>You may request that your resume be included in more than one job category, for example dental assistant and front office, if you are available to accept employment in either category.</li> <li>By submitting your resume for placement you understand and agree that it may be posted for viewing by any and all LCDS member dental offices without restriction.</li> <li>You understand that to keep your resume on file you need to confirm your continued availability for employment by completing a form at <a href="http://www.lanedentalsociety.com/jobupdate.html">www.lanedentalsociety.com/jobupdate.html</a></li> </ul>

sign here: \_\_\_\_\_

<b>For LCDS office use</b>		
Date received: _____		
Resume added: _____	Payment received: _____	