# Employment Application logo FOR DRUG STORE.jpg

## Applicant Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full Name: |  |  |  | Date: |  |
|  | Last | First | M.I. |  |  |

|  |  |  |
| --- | --- | --- |
| Address: |  |  |
|  | Street Address | Apartment/Unit # |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | City | State | ZIP Code |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone: |  | Email |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date Available: |  | Social Security No.: |  | Desired Salary: | $ |

|  |  |
| --- | --- |
| Position Applied for: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Hours: Full-Time [ ]Hours: Part-Time [ ] | How many hours can you work weekly? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Can you work nights? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Weekends? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Are you a citizen of the United States? | YES[ ]  | NO[ ]  | If no, are you authorized to work in the U.S.? | YES[ ]  | NO[ ]  |

|  |  |  |  |
| --- | --- | --- | --- |
| Have you ever been convicted of a felony? | YES[ ]  | NO[ ]  |  |

|  |  |
| --- | --- |
| If yes, explain: |  |

## Education

|  |  |  |  |
| --- | --- | --- | --- |
| High School: |  | Address: |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Did you graduate? | YES[ ]  | NO[ ]  | Diploma: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| College: |  | Address: |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Did you graduate? | YES[ ]  | NO[ ]  | Degree: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Other: |  | Address: |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Did you graduate? | YES[ ]  | NO[ ]  | Degree: |  |

## References

Please list three professional references.

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name: |  | Relationship: |  |
| Company: |  | Phone: |  |
| Address: |  |
|  |  |  |  |
| Full Name: |  | Relationship: |  |
| Company: |  | Phone: |  |
| Address: |  |
|  |  |  |  |
| Full Name: |  | Relationship: |  |
| Company: |  | Phone: |  |
| Address: |  |

## Previous Employment

|  |  |  |  |
| --- | --- | --- | --- |
| Company: |  | Phone: |  |
| Address: |  | Supervisor: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title: |  | Starting Salary: | $ | Ending Salary: | $ |

|  |  |
| --- | --- |
| Responsibilities: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Reason for Leaving: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | YES[ ]  | NO[ ]  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Company: |  | Phone: |  |
| Address: |  | Supervisor: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title: |  | Starting Salary: | $ | Ending Salary: | $ |

|  |  |
| --- | --- |
| Responsibilities: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Reason for Leaving: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | YES[ ]  | NO[ ]  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Company: |  | Phone: |  |
| Address: |  | Supervisor: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title: |  | Starting Salary: | $ | Ending Salary: | $ |

|  |  |
| --- | --- |
| Responsibilities: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Reason for Leaving: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | YES[ ]  | NO[ ]  |  |

## Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. I authorize the Employer to make an investigation of any facts set forth in this application, and release the Employer from any liability.

I acknowledge and understand that the company is an “at will” employer. Therefore, any employee (regular, temporary, or any other category employee) may resign at any time, just as the employer may terminate the employment relationship with any employee at any time, with or without cause, with or without notice to the other party.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |

Evans Drugs

**Pharmacy Technician Job Description**

*Reports to: Pharmacist In Charge*

**STATEMENT OF THE JOB:** Employee will assist the pharmacist with the preparation of prescriptions, under the direct supervision of the pharmacist. Judgment and initiative are exercised within established procedures.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Expedites prescription processing by performing all duties necessary and allowable, by policy or law.
	+ Receives new and refilled prescriptions from customers for filling.
	+ Verifies name and address (*if applicable)* of the person the new prescription is to be filled for, as well as legibility of the prescriber’s name
	+ Prepares labels for new/refill prescriptions
	+ Accommodates customers when they arrive to pick up prescriptions
	+ Processes cash register transactions for new and refilled prescriptions
	+ Ensures necessary information are provided to the customer, such as instructions, side effects, and medication descriptions
	+ Arranges customer consultations with pharmacist, when requested
	+ Procures signatures from customers for all prescriptions received
	+ Answers incoming calls, directs to pharmacist when appropriate (i.e. new prescriptions, questions about medications, judgmental decision, etc.)
	+ Completes and processes third-party documents
	+ Update patient profiles when necessary
	+ File prescriptions by prescription number, in numerical order, in appropriate filling drawers/boxes
	+ Fills bins with prescription vials
	+ Processes incoming orders to determine that items ordered were shipped, and those items shipped were correctly invoiced to Evans Drugs
	+ Checks items for appropriate “shelf life” remaining before expiration
	+ Affixes price stickers to items ordered and places on stock shelves or in refrigerator, when required
	+ Checks stock to remove outdated items, as often as deemed necessary by the Pharmacist-In-Charge
	+ Cleans pharmacy shelves and work areas and maintains entire premises in a satisfactory state of cleanliness

**SUPERVISORY RESPONSIBILITIES:** This job has no supervisory responsibilities.

**COMPETENCIES**

* **Analytical:** uses intuition and experience to complement data
* **Problem Solving:** identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics
* **Technical Skills:** strives to continuously build knowledge and skills; shares expertise with others.
* **Customer Service:** manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service or assistance
* **Interpersonal Skills:** focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others’ ideas and tries new things
* **Oral Communication:** speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions
* **Written Communication:**writes clearly and informatively; able to read and interpret written information
* **Teamwork:**exhibits objectivity and openness to others’ views; gives and welcomes feedback; contributes to building a positive team spirit
* **Diversity:** demonstrates knowledge of EEOC policy; shows respect and sensitivity for cultural differences; supports affirmative action and respects diversity
* **Ethics:** treats people with respect; works with integrity and ethically; upholds organizational value
* **Organizational Support:** follows policies and procedures; supports affirmative action and respects diversity
* **Planning/Organizing:** uses times efficiently
* **Professionalism:** approaches others in a tactful manner; reacts well under pressure; treats other with respect and consideration, regardless of their status or position; accepts responsibility for own actions; follows through on commitments
* **Quality:**demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; monitors own work to ensure quality
* **Safety and Security:**observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly
* **Adaptability:**able to deal with frequent changes, delays, or unexpected events
* **Attendance/Punctuality:** is consistently at work and on time
* **Dependability:** follows instructions; responds to management direction
* **Initiative:** asks for and offers help when needed

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* **Language Skills:** ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to speak effectively to customers or employees of organization.
* **Mathematical Skills:** ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
* **Reasoning Ability:** ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
* **Computer Skills:** individual should have knowledge of RxKey software, McKesson, and internet.
* **Physical Demands:** while performing the duties of this job, the employee is required to stand; reach with hands and arms, and talk or hear. The employee is frequently required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.
* **Work Environment:** the noise level in the work environment is moderate.

By signing below, you attest that you have read the above job description and understand your duties and responsibilities.

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*Pharmacy Personnel Signature Date*

***Last reviewed 9/13/2018***