



HIRING POLICY

Thank you for your interest in employment with Lexington Clinic! Before you complete your application, **PLEASE READ** the following information carefully.

All applicants must complete an application and may accompany it with a resume. Please make sure you have completed each blank on the application accurately. If a question does not apply to you, write N/A in the appropriate blank. The *Employment History* section must be completed even if a resume is enclosed. You must, at minimum, list all employers within the past five years, regardless of whether it is relevant to the job for which you have applied. **Failure to complete the application accurately may prevent you from being considered for employment or could lead to termination of employment if you were hired based on false information.**

Generally, you will NOT be interviewed the same day you submit your application. If your qualifications meet our needs, we may contact you for an interview. This interview could be to meet with Human Resources, the hiring manager, or both. The hiring manager selects the final candidate for employment. It is not necessary for you to contact the manager following the interview, but you will be contacted by phone or in writing of our final hiring decision. The Human Resources Department handles recruiting for all Lexington Clinic locations.

If you apply for a position in which you are not qualified for or apply for a position in which we do not have a current vacancy, your application will be filed. Applications are kept on file three months from the date you submit your application. If in that three-month period a position becomes available you are interested in, you may re-activate your application by doing ONE of the following:

- Send an email to jobs@lexclin.com **OR**
- Contact the Human Resources Department at (859) 258-6082 **OR**
- Come by the Human Resources Department, 350 Elaine Drive, Suite 208

Lexington Clinic is an equal opportunity employer and selects employees without regard to race, color, national origin, sex, religion, age, disability, or sexual orientation. Decisions for employment, transfers, or promotions are based on the individual's qualifications and suitability for the job.

Again, we appreciate your interest in Lexington Clinic. If you have any questions regarding the employment process, please ask.

Applicants: Please take this memo with you upon completion of your application.