



## **APPLICATION PROCESS AND FREQUENTLY ASKED QUESTIONS**

Thank you for your interest in employment with Tallahassee Primary Care Associates (TPCA). Please read the following Do's and Don'ts and FAQ's prior to completing your application.

### **DO:**

1. Read the entire application before completing it.
2. Include ALL of your employment history for at least the past seven (7) years. Applications will be considered incomplete and disqualified if the past seven (7) years of work history is not included.
3. Account for any gaps in your employment for the past seven (7) years
4. Review your application prior to submission for completeness and accuracy.
5. Complete all sections and questions thoroughly. Each question must be answered or you will not be able to submit your application.

### **DON'T:**

1. Include personal information on your application or resume (ex. picture, birth date, health status, marital status, number of children/grandchildren, and political or religious affiliations).
2. Write "see resume" instead of completing the section.

### **FAQ's:**

#### ***Where can I obtain a TPCA application for employment?***

The TPCA Careers website:

<http://tallahasseeprimarycare.applicantpro.com/jobs/>. This link will take you to the electronic TPCA application for employment. There is no need to print the application since all submissions are done electronically.

#### ***Is a paper employment application available?***

No, the electronic application is available (see above for link). TPCA has gone paperless.

#### ***Can I submit one application for several positions?***

You must apply for each position which you want to apply for.

#### ***Who do I contact to check the status of my application?***

Unfortunately, due to the high volume of applications and phone calls, we are unable to provide the status of individual applications. However, check your e-mail as all status updates are done via e-mail.

#### ***How do I know if I am being considered for an opening?***

If we determine that a candidate's skills and experience meet our qualifications, the candidate will be contacted by telephone.

### ***Should I include a resume with my application?***

Yes. A resume is required in order to submit an application. Please include your updated resume with any application submission.

### ***What are some of the most common reasons applications are rejected?***

- The application is not complete or is missing information (ex. The applicant lists “see resume” instead of completing the information, sections are not thoroughly completed)
- The application does not list all previous jobs
- Gaps in employment are not explained

### ***Helpful Tip to Adding Employers to the Employment History Section***

Please note that the past 7 years of employment history must be filled out. When you have saved your most recent employer, it will take you to the screen below. To add your next employer, click “add new employer.”

**Employment History**

Include your last seven (7) years of employment history starting with the most recent working backwards in time. Incomplete information could disqualify you from further consideration such as writing “see resume.”

You have Employment History items listed, but you may not have all of the information in them completed. Make sure all the information is filled in under each Employment History item you have listed

Your Saved Employers:	Edit
1	
TPCA	

[Add New Employer](#)

[← Back](#) [Proceed to Next Step →](#)

Human Resources Contact Information  
Tallahassee Primary Care Associates  
1803 Miccosukee Commons Drive  
Tallahassee, FL 32308

Email: [HR@tallahasseeprimarycare.com](mailto:HR@tallahasseeprimarycare.com)