

# Medical Assistant Apprenticeship Program

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Decatur County  
Memorial Hospital  
The Quality Care You Want. Close By.

## Details and Eligibility:

- Part time employment guaranteed at Decatur County Memorial Hospital during program.
- Full time employment after successful completion of the program.
- Full tuition paid to a Medical Assistant program of DCMH's choosing.
- One year commitment to employment at DCMH after completion of Medical Assistant program.
- Application deadline is **May 7th**.
- Late or incomplete applications will not be accepted.
- All employees and qualified family members of Decatur County Memorial Hospital employees are eligible to apply for the program.
- In addition to the application, please submit a 200 word essay sharing the reason you want to pursue a career as a medical assistant.
- All DCMH policies and procedures apply for this program.

## Please send completed applications to:

Decatur County Memorial Hospital  
Attn: Zach Meyer, Human Resources  
720 N. Lincoln Street  
Greensburg, IN 47240

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## Student Information

The Decatur County Memorial Hospital apprenticeship program is intended for the education of individuals interested in the career of Medical Assisting. DCMH is committed to helping prepare healthcare professionals for the future and offers an apprenticeship program as a recruitment tool and a community service.

1. Applications shall be submitted to Human Resources department of DCMH by April 30th and are available online at [dcmh.net](http://dcmh.net).
2. Apprenticeship applications must include the following in order to be considered:
  - a. Completed application
  - b. Transcript of grades from your most recently attended school, if no prior work history
  - c. 200 word essay
  - d. A recommendation from a current or former teacher, if graduating senior, or a former or current work colleague
  - e. A recommendation from another person of your choosing
3. The applicant is responsible for contacting the two references listed on your application and asking them to submit letters of recommendation directly to the Human Resources department at DCMH by the April 30th deadline. Recommendations can be emailed to [zach.meyer@dcmh.net](mailto:zach.meyer@dcmh.net) or mailed to:  
Decatur County Memorial Hospital  
Attn: Zach Meyer, Human Resources  
720 N Lincoln St  
Greensburg, IN 47240
4. Applicants are simultaneously applying for a position with Decatur County Memorial Hospital. Accepted applicants will be offered a position with DCMH and tuition to the Medical Assistant program.
5. All applicants will be scheduled an interview with the selection committee.
6. All applicants will be notified of offers by May 28th.

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**Please type or print:**

## I. APPLICANT

Name: Mrs  Ms  Mr  \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

Date of high school graduation (month/year): \_\_\_\_\_

Have you been involved in a student program at DCMH? \_\_\_\_\_

## II. EDUCATION

List in chronological order high schools, colleges and universities attended in the last five years.

Name of School	Location	Dates of Attendance
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

List any scholastic distinction or honors you have received:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Describe key success factors needed in a workplace:

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### III. OUTSIDE ACTIVITIES

List your extra-curricular activities, community service, and hobbies in which you have been involved during the past four years.

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### IV. WORK EXPERIENCE

Position	Employer	Dates	Hours Per Week

### V. REFERENCES

List the names of two people (not relatives), to use as references, such as a teacher, an employer, or a business person. Letter of reference from these individuals must be submitted to the Human Resources department by the **April 30th** deadline.

Name	Address	Occupation	Phone Number

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## FOR HR USE ONLY

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

### SUBMISSIONS RECEIVED:

- Completed Application
- Essay
- Reference #1
- Reference #2

NOTES: \_\_\_\_\_

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