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Policy: Isaac Knapp District Dental Society's Personnel Service is a benefit for members and is free of charge to both those seeking employment and those looking to hire. It is our perspective that this service is a benefit of being part of the society and will benefit and support those in the ten county region. IKDDS does not verify current licensure.

Job Postings: Any member dental office may provide a listing of a position that they are seeking to fill.

- Job posting can be submitted either via online form or emailed to jlock@ikdds.org
- Job posting will be posted on the IKDDS website
- It is the responsibility of the hiring office to verify current x-ray and HYF Licensure for anyone working in your office, including subs.
- Job opportunities will be placed for 3 months. If the employer desires to keep the position beyond the 3 months, they must contact jlock@ikdds.org

Resumes/Those Seeking Employment: Anyone seeking employment in the Isaac Knapp region in a member dental office.

- Submit resume via the Resume Portal: <https://form.jotform.com/201525604282044>
- Nameless, generic description placed on website itemized by job description:
 - Hygienist
 - Dental Assistant
 - Lab Technician
 - Office Personnel
 - Dentist/Associate Dentist/Other Oral Health Professional
- Resumes will be kept and sent out for 6 months. If the job seeker desires to keep their resume on file longer, they must re-submit their information via the online portal.

Substitute List: Anyone seeking to be on a list of temporary substitutes to be distributed to any member dental office upon request.

- To be placed on sub-list, those interested must fill out online form.
 - <https://form.jotform.com/92804868386170>
- Names will be left on the sub list for 1 year after submission. Prior to removal from list, they will receive an email inviting to re-submit their availability and interest. They must re-submit information annually.

Email blasts will be sent to members periodically. If you fill your opportunity or are hired, please contact IKDDS office by to remove your post.