TOTAL VISION CARE JOB APPLICANT PRIVACY POLICY

Job Applicants and Prospective Employees: If we are actively looking to hire, we run ads on INDEED. If we are not actively hiring, we will accept resumes via email from serious applicants.

If you apply for employment with Total Vision Care, we may collect information including:

- Name, Address, Phone number, Email address
- Employment history
- Education and training
- Professional licenses, certifications, and credentials
- Resume, curriculum vitae, cover letter, and other application materials
- References and information provided by references
- Availability and scheduling information
- Compensation expectations
- Responses to screening or interview questions
- Information obtained during interviews
- Information necessary to evaluate your qualifications for employment
- Background check information, when permitted by law and with any required authorization
- Other information you voluntarily provide during the recruiting and hiring process

HOW WE USE PERSONAL INFORMATION

- Evaluate job applicants and determine qualifications for employment
- Communicate with applicants regarding applications, interviews, hiring decisions, and employment opportunities
- Verify information provided during the application process
- Contact professional or personal references when appropriate
- Conduct lawful background checks or other pre-employment screening when applicable and authorized
- Maintain recruiting and employment records
- Consider applicants for current or future employment opportunities

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JOB APPLICANT INFORMATION

Information submitted as part of an employment application will be used primarily for recruiting, evaluating candidates, making hiring decisions, conducting authorized pre-employment screening, communicating with applicants, and maintaining appropriate employment records.

Submitting an application does not create an employment relationship, employment contract, or guarantee of employment.

We may retain applicant information after a position has been filled to comply with legal obligations, maintain recruiting records, defend against legal claims, and consider applicants for future employment opportunities when appropriate.

Applicants should not provide medical records, detailed health information, Social Security numbers, financial account information, or other highly sensitive personal information unless specifically requested through an appropriate and secure process.

If you apply through a third-party recruiting platform or job website, that platform may separately collect and process your information according to its own privacy policy and terms.