

Employment Application

Name: _____ Phone: _____

Address: _____

How long at the above address: _____

Previous Address: _____

How long at the above previous address: _____

Date of Birth: _____ Place of Birth: _____

Social Security #: _____

Who should be notified in case of an accident? _____

Phone of person to be notified: _____ Relation: _____

Salary Expected (by the hour) _____

Do you have any hour of limitation for working? _____ If yes, what limitation: _____

Would you need any accommodations to perform your job duties? If yes, please describe: _____

Have you had any past experience in the chiropractic, medical, dental or osteopathic fields? _____

If yes, what experience have you had: _____

List your six best assets:

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Do you feel average? _____ Do you have self-confidence? _____

How do you see yourself? _____

Why do you feel you would be suitable for this position? _____

List any degrees and/or certificates you have obtained:

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

When listing past employment, please list in order of most recent to least recent.

1. Past Employment : _____
Address: _____
How long? _____ Salary: _____
Contact name of Manager/ Boss: _____ Phone: _____
Reason for Leaving: _____
2. Past Employment : _____
Address: _____
How long? _____ Salary: _____
Contact name of Manager/ Boss: _____ Phone: _____
Reason for Leaving: _____
3. Past Employment : _____
Address: _____
How long? _____ Salary: _____
Contact name of Manager/ Boss: _____ Phone: _____
Reason for Leaving: _____
4. Past Employment : _____
Address: _____
How long? _____ Salary: _____
Contact name of Manager/ Boss: _____ Phone: _____
Reason for Leaving: _____
5. Past Employment : _____
Address: _____
How long? _____ Salary: _____
Contact name of Manager/ Boss: _____ Phone: _____
Reason for Leaving: _____
6. Past Employment : _____
Address: _____
How long? _____ Salary: _____
Contact name of Manager/ Boss: _____ Phone: _____
Reason for Leaving: _____

1. What skills do you have to run and manage an efficient front desk in a chiropractic office? Please share details.

2. What other skills do you possess which would better benefit our office, help us to grow and manage the growth?

3. What are you looking for in your next work position?

4. Describe quality customer service?

5. How would you handle an unhappy patient?

6. Would you consider yourself a rigid or adaptable person? Please explain.

7. What would your former employers and co-workers think of you with regards to question number 6?

8. Do you have any experience with chiropractic? Please explain.

9. What would you consider your greatest strengths and why?

10. What would you consider your greatest weaknesses and why?

11. Is part-time 30-35 hours per week something you are seeking? Salary negotiable.

12. In regards to medical insurance, please define the following:

Deductible:

Copay:

Co-insurance:

13. Correct spelling: Pick one per line and circle.

ciropractor chiropractor chiroprictor chyroprictor

vertebray veretebra vertebra verteobra

14. General Math. Please complete.

On Monday, Mr. Jones had a beginning balance of \$210.00. He received three visits this past week. He is charged \$20.00 per visit. On Friday, he purchases a cervical pillow at a cost of \$50.00. He then makes a payment of \$60.00. What is his balance after the charges and payments for the week?

PERSONALITY EVALUATION

This 90 second test is administered to job applicants during the initial visit when the application for employment is being complete.

This test is based on the findings of a series of studies conducted by psychologist Robert H. Knapp and his colleagues at Wesleyan University. Each of the phrases used in this test have been pre-tested on hundreds of men and women and found to provide an amazingly accurate index to their character. Here is a list of key phrases which psychologists find most effective in revealing personality.

SELECT ONLY ONE FROM THE ENTIRE LIST

GROUP A

- An electric generator
- A surging tide
- A humming teakettle

GROUP D

- A racing horse
- A cracking whip
- A plunging waterfall

GROUP B

- A shaft of light
- A lifting melody
- A bird rising in flight

GROUP E

- A tangled string
- A boat lost in the mist
- A trapped moth

GROUP C

- A leafless tree
- A waterworn pebble
- A weathered anchor

GROUP F

- A gently swaying tree
- A wandering cloud
- A balloon floating in the sky