



The Spinal Decompression & Chiropractic Center

APPLICATION FOR EMPLOYMENT

PERSONAL:

Name: _____ Telephone #: _____

Cell Phone #: _____ Email: _____

Address: _____

City, State, Zip Code: _____

SSN# _____ Driver's License #: _____

Marital Status: _____ (Answering this question is optional.)

Are you fluent in more than one language? _____ yes _____ no

If yes, which language(s)? _____

EDUCATION:

High School _____ Grade _____

Completed College _____ Grade Completed _____

Business School _____ Completed? _____ yes _____ no

GENERAL:

Have you ever worked for a chiropractor, or do you have any knowledge of the philosophy of chiropractic? Please explain: _____

Have you or anyone in your family ever had chiropractic treatment? _____

On what date would you be available for work? _____

Are you employed now? _____ yes _____ no

May we call your present employer? _____ yes _____ no Telephone # _____

Are you laid-off from your employment and subject to recall? _____ yes _____ no

Have you ever had previous experience working with the public? If so, where?

Do you have your own transportation? _____

How long will it take you to drive to the clinic? _____

Are there any circumstances at home which would prevent you from arriving at work on time, or keep you from attending work each day? _____

Would you be available to work evenings or occasional Saturdays? _____

Is there any reason you could not attend weekend seminars? The seminar cost is paid by the clinic, including travel accommodations. _____

Do you smoke? _____ yes _____ no

Do you have any physical, mental or medical impairment or disability that would limit your job performance for the position for which you are applying? If yes, explain: _____

Have you been convicted of a felony within the last seven years? If yes, explain:

SKILLS:

Please indicate skills you presently have:

Computer entry _____

Telephone _____

10-Key _____

Dictaphone _____

Shorthand (wpm?) _____

Typing (wpm?) _____

Bookkeeping _____

Software Used? _____

List professional, trade, business or civic activities and offices held _____

What is your main reason for applying for this position?_____

Do you have any special requirements such as salary, hours, working conditions, etc?

Please elaborate_____

Please rate yourself on the following:

Very Good – 1 Good – 2 Fair – 3 Poor – 4

Quality of work_____

Neatness_____

Accuracy_____

Initiative _____

Attitude_____

Reliability _____

Public Contact_____

Any others not listed_____

Please give a summary of your last three jobs; list place, title, duties, dates of employment, salary history, reason for leaving, telephone number and person to contact to verify experience. Please list most current first. (Don't forget salary history & reason for leaving; many people do.)_____

Please list three personal references with telephone numbers (do not list family members):

Please list three professional references with telephone numbers:
