

# APPLICATION FOR EMPLOYMENT

PRE-EMPLOYMENT QUESTIONNAIRE  
EQUAL OPPORTUNITY EMPLOYER

## PERSONAL INFORMATION

DATE \_\_\_\_\_

NAME (LAST NAME FIRST)		SOCIAL SECURITY NO.	
PRESENT ADDRESS	CITY	STATE	ZIP CODE
PERMANENT ADDRESS	CITY	STATE	ZIP CODE
PHONE NO. (     )	REFERRED BY		

## EMPLOYMENT DESIRED

POSITION	DATE YOU CAN START	SALARY DESIRED
ARE YOU EMPLOYED? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	
EVER APPLIED TO THIS COMPANY BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO	WHERE?	WHEN?

## EDUCATION HISTORY

NAME & LOCATION OF SCHOOL	YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
GRAMMAR SCHOOL			
HIGH SCHOOL			
COLLEGE			
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL			

## GENERAL INFORMATION

SUBJECTS OF SPECIAL STUDY/RESEARCH WORK OR SPECIAL TRAINING/SKILLS	
U.S. MILITARY OR NAVAL SERVICE	RANK

## FORMER EMPLOYERS (LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH LAST ONE FIRST)

DATE MONTH AND YEAR	NAME & ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

REFERENCES GIVE BELOW THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

NAME	ADDRESS	BUSINESS	YEARS KNOWN

**AUTHORIZATION**

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws."

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

INTERVIEWED BY \_\_\_\_\_ DATE \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

**REMARKS**


NEATNESS		CHARACTER		
PERSONALITY		ABILITY		
HIRED	FOR DEPT.	POSITION	WILL REPORT	SALARY WAGES

APPROVED: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
EMPLOYMENT MANAGER DEPARTMENT HEAD GENERAL MANAGER

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Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Address: \_\_\_\_\_

- 1) What is your knowledge of Chiropractic?
- 2) What is the most important thing you are looking for in a job?
- 3) Why would you like to work here?
- 4) How long do you plan to be employed here?
- 5) What is your best quality and how do you perceive that quality benefiting you in this position?
- 6) What personal quality has the most room for improvement and what, if any, steps have you made in that direction?
- 7) On a scale of 1-10, how outgoing are you?
- 8) On a scale of 1-10, rate your ability to deal with the public. Do you enjoy dealing with the public?
- 9) Rate yourself as a typist. (1-10)
- 10) Rate yourself as a perfectionist. (1-10)
- 11) Rate yourself in math. (1-10)
- 12) Tell me about any previous chiropractic experiences you have had.

You may be called back to take a clerical examination or for an interview. But first, are there any questions you would like answered about Dr. Meeks or this position?

# Personality Type Analysis

Following on a chart is horizontal lines with four descriptions on each line, one in each column. On each line, put the number 4 next to the word that best describes you in that line. Then place a 3 next to the word that describes you next best, a 2 next to the third best word, and a 1 that least describes you. (On each horizontal line of words you will then have one 4, one 3, one 2, and one 1). Do not put more than one of any number on any horizontal line of words.

___ Likes Having Authority	___ Enthusiastic	___ Sensitive Feelings	___ Likes Instruction
___ Takes Charge	___ Takes Risks	___ Loyal	___ Accurate
___ Determined	___ Visionary	___ Calm, Even Keel	___ Consistent
___ Enterprising	___ Likes Talking	___ Enjoys Routine	___ Predictable
___ Competitive	___ Promoter	___ Dislikes Change	___ Practical
___ Problem Solver	___ Enjoys Popularity	___ Gives Into Others	___ Factual
___ Productive	___ Fun-Loving	___ Avoids Confrontation	___ Conscientious
___ Bold	___ Likes Variety	___ Sympathetic	___ Perfectionist
___ Decision Maker	___ Spontaneous	___ Nurturing	___ Detail Orientated
___ Persistent	___ Inspirational	___ Peacemaker	___ Analytical
___ TOTAL	___ TOTAL	___ TOTAL	___ TOTAL