

Cornerstone Chiropractic: A Maximized Living Health Center
9401-H Statesville Road, Charlotte NC 28269

Chiropractic Assistant Application Form

NAME: _____

ADDRESS _____
(Street) (City)

(Telephone) (Mobile) (email)

IF HIRED, CAN YOU PROVIDE PROOF OF AGE _____ YES _____ NO
DO YOU SPEAK MORE THAN ONE LANGUAGE _____ YES _____ NO

IF YES, WHICH OTHERS? _____

EDUCATION

HIGHSCHOOL NAME: _____

GRADE COMPLETED: _____

COLLEGE NAME: _____

YEAR COMPLETED: _____ DEGREE: _____

GRADUATE/BUSINESS SCHOOL: _____

NAME OF PERSON WHO IS TO BE NOTIFIED IN AN EMERGENCY:

NAME: _____ ADDRESS: _____

PHONE: _____ RELATIONSHIP: _____

DO YOU HAVE PREVIOUS WORK EXPERIENCE WORKING WITH PEOPLE? _____ YES _____ NO
IF SO, PLEASE STATE WHERE AND DESCRIBE: _____

LIST ALL SOFTWARE APPLICATIONS YOU ARE PROFICIENT AT:

LIST THREE PEOPLE WHO WOULD GIVE YOU A CHARACTER REFERENCE:

1. _____

2. _____

3. _____

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PLEASE GIVE A SUMMARY OF YOUR LAST THREE JOBS, LIST PLACE, TITLE, DUTIES, DATES JOB WAS HELD, AND WHO COULD BE CONTACTED TO VERIFY YOUR EXPERIENCE. START WITH MOST CURRENT FIRST

LIST ANY SPEICAL QUALITIES YOU BELIEVE YOU POSSESS THAT WOULD MAKE YOU AN ASSET IN THE PARTICULAR POSITION

DO YOU HAVE YOUR OWN TRANSPORTATION: YES NO

HOW LONG DID IT TAKE YOU TO GET HERE FROM HOME: _____

ARE THERE ANY CIRCUMSTANCES AT HOME WHICH WOULD PREVENT YOU FROM ARRIVING AT WORK ON TIME OR KEEP YOU FROM ATTENDING WORK EACH DAY?

HAS ANYONE IN YOUR FAMILY EVER ATTENDED A CHIRORPACTOR BEFORE: YES NO

WOULD YOU BE AVALIBALE TO WORK MORNINGS/EVENINGS AND/OR SATURDAYS?

YES NO

IS THERE ANY REASON YOU COULD **NOT** ATTEND OUT OF TOWN WEEKEND SEMINARS? THE SEMINAR TRAINING FEE, TRAVEL AND HOTEL ACCOMODATIONS ARE PAID BY THE DOCTOR, HOWEVER YOU CONTRIBUTE YOUR TIME.

YES NO

HOW DID YOU HEAR ABOUT THIS POSITION?

HOW LONG DO YOU WANT TO WORK FOR US: _____

WHAT DO YOU HAVE TO OFFER US: _____

ARE YOU CURRENTLY EMPLOYED? _____

WHAT ARE YOU LOOKING FOR IN A JOB? _____

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WHAT IS THE MOST IMPORTANT FEATURE OF A JOB TO YOU?

WHAT IS THE WORST JOB YOU HAVE EVER HAD?

WHAT IS THE BEST JOB YOU HAVE EVER HAD?

WHAT IS YOUR GREATEST STRENGTH?

WHAT IS YOUR GREATEST WEAKNESS?

FOR EACH WORD PAIR, CIRCLE ONE WORD/PHRASE WHICH DESCRIBES YOU THE BEST

1. PASSIVE-ACTIVE
2. QUIET-OUTGOING
3. SLOW-FAST
4. APPREHENSIVE-AGGRESSIVE
5. SINGLE TASK-MULTI TASK
6. METICUOUS-GET IT DONE
7. STRONG PERSONALITY- HURT EASILY
8. TAKE CONTROL – GIVE CONTROL
9. OPTIMIST-PESSIMIST
10. DEFENSIVE-OFFENSIVE

PLEASE BE PREPARED WITH THREE PROFESSIONAL REFERENCES AT YOUR INTERVIEW TIME