

## Application for Employment

Notes: All information is voluntary although failure to answer may affect your employability. All information will be treated in strict confidence. If information asked is already on your resume, please complete our portion of the application.

### You Personally

Name \_\_\_\_\_ Previous Name or Maiden Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Wireless \_\_\_\_\_

### Your Education

High School and Graduation Date \_\_\_\_\_  
Further Education \_\_\_\_\_  
Major Course of Study \_\_\_\_\_ Future College Plans \_\_\_\_\_  
Do you like to work with figures? \_\_\_\_\_ People? \_\_\_\_\_

Check the items in the following list which you have had in school and/or business:

Typing _____	Words per minute _____	Errors _____
Shorthand _____	Words per minute _____	
Filing _____	Bookkeeping _____	Dictation _____
Computer _____	Telephone _____	Reception _____
Others _____		

### Your Business Experience (List in chronological order beginning with most recent)

- I. Name of Company \_\_\_\_\_ Dates \_\_\_\_\_  
Phone Number \_\_\_\_\_  
City & State \_\_\_\_\_ Name of Supervisor \_\_\_\_\_  
May we contact? \_\_\_\_\_ Wage Received \_\_\_\_\_ Why leaving \_\_\_\_\_  
What were your duties? \_\_\_\_\_  
What did you like best about your job? \_\_\_\_\_  
What did you like least? \_\_\_\_\_
- II. Name of Company \_\_\_\_\_ Dates \_\_\_\_\_  
Phone Number \_\_\_\_\_  
City & State \_\_\_\_\_ Name of Supervisor \_\_\_\_\_  
May we contact? \_\_\_\_\_ Wage Received \_\_\_\_\_ Why leaving \_\_\_\_\_  
What were your duties? \_\_\_\_\_  
What did you like best about your job? \_\_\_\_\_  
What did you like least? \_\_\_\_\_
- III. Name of Company \_\_\_\_\_ Dates \_\_\_\_\_  
Phone Number \_\_\_\_\_  
City & State \_\_\_\_\_ Name of Supervisor \_\_\_\_\_  
May we contact? \_\_\_\_\_ Wage Received \_\_\_\_\_ Why leaving \_\_\_\_\_  
What were your duties? \_\_\_\_\_  
What did you like best about your job? \_\_\_\_\_  
What did you like least? \_\_\_\_\_

Give any other business experience you feel is pertinent \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**References**

**Business References (Supervisors or Co-Workers):**

Name _____	Phone _____	Job _____
Name _____	Phone _____	Job _____
Name _____	Phone _____	Job _____
Name _____	Phone _____	Job _____

**Personal References (No Relatives):**

Name _____	Phone _____	Job _____
Name _____	Phone _____	Job _____
Name _____	Phone _____	Job _____

**Your Future**

What are your plans for the future? \_\_\_\_\_  
What do you think you will be doing two years from now? \_\_\_\_\_  
Five years? \_\_\_\_\_

**Personal Questions**

Can you refrain from smoking during office hours? \_\_\_\_\_

What do you know about Chiropractic? \_\_\_\_\_  
\_\_\_\_\_

Are you able to attend out-of-state educational seminars, usually held 5 times per year? \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Social Security Number \_\_\_\_\_

## Personality Overview

In each box, circle each word or phrase that describes a consistent character trait of yours. Total the number for each section and multiply by 2.

**L.**

Takes Charge	Determined
Assertive	Firm
Bold	Purposeful
Enterprising	Competitive
Decision Maker	Leader
Goal Driven	Self Reliant
Enjoys Challenges	Adventurous

**O.**

Takes Risks	Visionary
Motivator	Energetic
Funloving	Likes Variety
Very Verbal	Promoter
Enjoys Change	Mixes Easily
Avoids Detail	Optimistic
Group Oriented	Creative

“Let’s do it now.”

“Trust me, it will work out.”

Total x 2 = \_\_\_\_\_

Total x 2 = \_\_\_\_\_

**G.**

Loyal	Non-Demanding
Even Keel	Avoids Conflict
Enjoys Routine	Dislikes Change
Good Listener	Adaptable
Sympathetic	Detailed
Nurturing	Patient
Tolerant	Deep Relationships

**B.**

Deliberate	Controlled
Reserved	Predictable
Practical	Orderly
Factual	Discerning
Detailed	Analytical
Inquisitive	Precise
Persistent	Scheduled

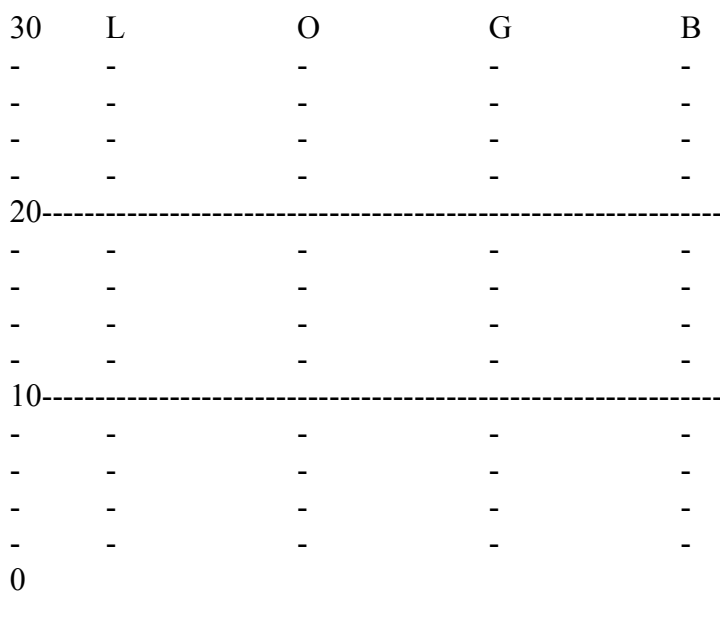
“Let’s keep things the way they are.”

“How it was done in the past.”

Total x 2 = \_\_\_\_\_

Total x 2 = \_\_\_\_\_

**Chart the totals from above on the following graph**



## **What Kind of Person Are You?**

...Take this 90-second test to Find Out

People frequently complain that nobody understands them, and it is not surprising, since nobody really understands himself as well as he would like. It's fun getting to know yourself better and psychologists have come up with a new and interesting way to gain further insight into the kind of person you are.

The following 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 the test has been pre tested on hundreds of men and women, and found to provide accurate index to their characters. Here is a list of key phrases, which the psychologists find most effective in revealing personality.

To take the test, select from the one which most closely symbolizes the image you have of yourself.

### **Select Only One From The Entire List**

#### **Group A**

- An electric generator
- A surging tide
- A humming tea kettle

#### **Group B**

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

#### **Group C**

- A leafless tree
- A water worn pebble
- A weathered anchor

#### **Group D**

- A racehorse
- A cracking whip
- A plunging waterfall

#### **Group E**

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

#### **Group F**

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

