

# Application for Employment

WITHOUT REGARD TO RACE, AGE, COLOR, SEX, RELIGION, NATIONAL ORIGIN, OR HANDICAP  
IT IS OUR POLICY TO PROVIDE EQUAL OPPORTUNITY TO ALL QUALIFIED PERSONS.  
Tatum Crossing Chiropractic: 480-513-8900 Fax:480-513-9395.

Date: \_\_\_\_\_ Social Security No: \_\_\_\_\_

## PERSONAL INFORMATION:

Name: \_\_\_\_\_

Last First Middle

Present Address: \_\_\_\_\_

No. Street Apt. No. City State Zip

Phone Number: ( ) \_\_\_\_\_

Have you ever been convicted (exclusive of misdemeanor)?  Yes  No If so, when? \_\_\_\_\_

On what charges? \_\_\_\_\_

## EMPLOYMENT INFORMATION:

Position desired? \_\_\_\_\_ Date you can start: \_\_\_\_\_ Salary desired: \_\_\_\_\_

Days and hours you are available to work:

Su \_\_\_\_\_ M \_\_\_\_\_ T \_\_\_\_\_ W \_\_\_\_\_ Th \_\_\_\_\_ F \_\_\_\_\_ Sa \_\_\_\_\_

Are you employed now?  Yes  No If so, may we contact your present employer?  Yes  No

Have you applied here before?  Yes  No If so when? \_\_\_\_\_

How did you learn of this opening? \_\_\_\_\_

If related to anyone in our employ, state name and relationship: \_\_\_\_\_

Education	Name & Location of School	# of Years Attended	Subjects Studied
Elementary School			
High School			
College			
Trade, Business or Correspondence School			

## REFERENCES: Give names of at least two persons not related to you who you have known at least one year below.

Name	Address	Telephone	Years Acquainted
1.			
2.			
3.			

**FORMER EMPLOYERS:** Please list your last three employers below, starting with last (or current) one:

Dates		Name, city, state & phone # of present or most recent employer	Rate of Pay		Supervisor's Name and Title	Reason for leaving
			Start	Finish		
From	To					
Describe the work you did in detail.						
Dates		Name, city, state & phone # of present or most recent employer	Rate of Pay		Supervisor's Name and Title	Reason for leaving
			Start	Finish		
From	To					
Describe the work you did in detail.						
Dates		Name, city, state & phone # of present or most recent employer	Rate of Pay		Supervisor's Name and Title	Reason for leaving
			Start	Finish		
From	To					
Describe the work you did in detail.						

Please indicate skills you presently have. Telephone: \_\_\_\_\_ Typing: \_\_\_\_\_ W.P.M.: \_\_\_\_\_  
 Shorthand: \_\_\_\_\_ Dictaphone: \_\_\_\_\_ Bookkeeping: \_\_\_\_\_ Other: \_\_\_\_\_

List any special qualities you believe you possess that would make you an asset in this particular position: \_\_\_\_\_

## Employment Application Essay Questions

(Use Reverse side if more room is necessary)

**ON A SCALE OF 1 TO 10 WITH 10 BEING THE HIGHEST RATE YOURSELF AS:**

- |  |                      |
|--|----------------------|
| A PEOPLE PERSON                            | 1 2 3 4 5 6 7 8 9 10 |
| HANDLING MULTI-TASK AT ON TIME             | 1 2 3 4 5 6 7 8 9 10 |
| ENJOY WORKING WITH COMPUTERS               | 1 2 3 4 5 6 7 8 9 10 |
| A DECISION MAKER                           | 1 2 3 4 5 6 7 8 9 10 |
| WORKING WELL WITH PUBLIC                   | 1 2 3 4 5 6 7 8 9 10 |
| STAYING CALM UNDER STRESS                  | 1 2 3 4 5 6 7 8 9 10 |
| A PERSON WHO ENJOYS PAPER WORK             | 1 2 3 4 5 6 7 8 9 10 |
| A PERSON WHO LIKES TO INVESTIGATE PROBLEMS | 1 2 3 4 5 6 7 8 9 10 |
| WORKING WELL WITH CO-WORKERS               | 1 2 3 4 5 6 7 8 9 10 |
| PERSON WHO ENJOYS WORKING                  | 1 2 3 4 5 6 7 8 9 10 |

Why do you need (want) this job? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

How will this job fit into your future plans? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How did you leave your last employment? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What did you like most/least about your last employer? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe your past work history. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is it alright to call references and past employers? Yes \_\_\_\_ No \_\_\_\_

Have you had previous experience working with people? If so, where and to what extent? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any special qualities that you believe you possess that would make you an asset in this particular position.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you speak or write more than one language? If so, which one(s): \_\_\_\_\_

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. You are hereby authorized to make any investigation of my prior educational and work history. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_