

Dear applicant,

Thank you for your interest in working at the Holistic Health Clinic. While we may not have an opening at this time, any applications we feel are a good fit will be kept on file and you will be contacted when an opening becomes available.

We ask that you take the time to complete the entire application as thoroughly as possible along with the two pages of pre-interview questions that follow. These questions are part of the evaluation process, so please write thoughtful answers using complete sentences.

When you have completed the application and questions we ask that you drop them off in person at the front desk.

Be in good health.

**APPLICATION FOR EMPLOYMENT**

Date \_\_\_\_\_ Birth Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Contact Phone \_\_\_\_\_ Social Security Number \_\_\_\_\_

Email \_\_\_\_\_

Referred By \_\_\_\_\_

**EMPLOYMENT DESIRED**

Position \_\_\_\_\_ Date you can start \_\_\_\_\_

**SALARY DESIRED:**

Are you employed now? \_\_\_\_\_ If so, may we talk to your current employer? \_\_\_\_\_

Starting \_\_\_\_\_

Have you ever applied to this company before? \_\_\_\_\_ If so, when? \_\_\_\_\_

In 1 year \_\_\_\_\_

**EDUCATION**

LEVEL	NAME & LOCATION OF SCHOOL	YEAR GRADUATED	SUBJECTS
High School	_____	_____	_____
College	_____	_____	_____
Trade/Business	_____	_____	_____

**FORMER EMPLOYERS** (List last four employers, starting with employer #1 being your most recent employer.)

DATE Mth/Yr	NAME/ADDRESS/PHONE	SALARY	POSITION	REASONS FOR LEAVING
<b>EMPLOYER #1</b>	_____	_____	_____	_____
From ____ / ____	_____	_____	_____	_____
To ____ / ____	_____	_____	_____	_____
<b>EMPLOYER #2</b>	_____	_____	_____	_____
From ____ / ____	_____	_____	_____	_____
To ____ / ____	_____	_____	_____	_____
<b>EMPLOYER #3</b>	_____	_____	_____	_____
From ____ / ____	_____	_____	_____	_____
To ____ / ____	_____	_____	_____	_____

EMPLOYER #4

From \_\_\_ / \_\_\_

To \_\_\_ / \_\_\_

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**REFERENCES** (List the names of three people, not related to you, whom you have known at least one year.)

NAME

PHONE NUMBER

BUSINESS

YEARS KNOWN

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**IN CASE OF EMERGENCY, NOTIFY**

Name \_\_\_\_\_ Address \_\_\_\_\_

Contact Phone \_\_\_\_\_

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages, be terminated at any time without any previous notice. I further understand that I have no contract, written or implied, promising future employment.

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

**FOR OFFICE USE ONLY** (Do not write below this line.)

Interviewed by \_\_\_\_\_ Date \_\_\_\_\_

Remarks \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Hired? \_\_\_\_\_ If yes, position \_\_\_\_\_

Date of report \_\_\_\_\_ Salary/Wages \_\_\_\_\_

Hiring authorized by \_\_\_\_\_

## Pre-Interview Questions

Answer the following questions prior to being interviewed (please use complete sentences). You are welcome to use additional paper if you need more space for your answers.

Applicant \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_

Why did you decide to apply for this position? \_\_\_\_\_

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Explain what you know about naturopathic medicine. \_\_\_\_\_

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Why do you want to work for a naturopathic physician? \_\_\_\_\_

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What do you think should be the principle qualification for this job? \_\_\_\_\_

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What aspects in a job are most important to you? \_\_\_\_\_

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What will you like most about this job? \_\_\_\_\_

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What reservations do you have about this job? \_\_\_\_\_

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What do you regard to be your outstanding qualities? \_\_\_\_\_

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What do you regard as some of your shortcomings? \_\_\_\_\_

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If hired, how do you visualize your future with this business? \_\_\_\_\_

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Are you willing to spend a day observing, at no pay, prior to being hired?  Yes  No