

**Aspire Chiropractic: A Maximized Living Health Center**  
333 Grand Ave, Suite 102, St Paul MN 55102  
**Chiropractic Assistant Application Form**

NAME: \_\_\_\_\_

ADDRESS \_\_\_\_\_  
(Street) (City, State, Zip)

\_\_\_\_\_  
(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**

HIGH SCHOOL NAME: \_\_\_\_\_

GRADE COMPLETED: \_\_\_\_\_

COLLEGE NAME: \_\_\_\_\_

YEAR COMPLETED: \_\_\_\_\_ DEGREE: \_\_\_\_\_

GRADUATE/BUSINESS SCHOOL: \_\_\_\_\_

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

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

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. \_\_\_\_\_

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

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

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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?

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HAS ANYONE IN YOUR FAMILY EVER ATTENDED A CHIROPRACTOR BEFORE?

\_\_\_\_\_ YES \_\_\_\_\_ NO

WOULD YOU BE AVAILABLE 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 ACCOMMODATIONS ARE PAID BY THE DOCTOR, HOWEVER YOU CONTRIBUTE YOUR TIME.

\_\_\_\_\_ YES \_\_\_\_\_ NO

HOW DID YOU HEAR ABOUT THIS POSITION?

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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?**

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**WHAT IS THE WORST JOB YOU HAVE EVER HAD?**

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**WHAT IS THE BEST JOB YOU HAVE EVER HAD?**

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**WHAT IS YOUR GREATEST STRENGTH?**

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**WHAT IS YOUR GREATEST WEAKNESS?**

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**FOR EACH WORD PAIR, CIRCLE ONE WORD/PHRASE THAT DESCRIBES YOU THE BEST:**

1. PASSIVE-ACTIVE
2. QUIET-OUTGOING
3. SLOW-FAST
4. APPREHENSIVE-AGGRESSIVE
5. SINGLE TASK-MULTI TASK
6. METICULOUS-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***