



Inside-Out Chiropractic Center Employment Application

*This is a fillable PDF. Please fill this out on a computer and follow all instructions carefully.
If you have not already, please include a resume with your application.*

Applicant Name: _____ Current Address: _____
Cell Phone: _____ City: _____
Other Phone _____ Province & Postal Code _____
E-mail Address _____

Are you currently a practice member at Inside-Out Chiropractic Center?: _____ since (date) _____
How did you hear about the position? _____

What interests you most about the job posting (refer to the Hiring Sheet)?

What do you enjoy most about IOCC? If you could, how would you make IOCC better?

What can you offer to the Inside-Out Team?

What do you hope to experience in your position here at Inside-Out? (Expectations for the job, hours, wages, holidays, etc)

What are your 2-year goals? Professional Goals? Personal Goals?

What would be your ideal career?



What is your experience with chiropractic? Have you ever been adjusted by a chiropractor? Do you have a chiropractic testimony or review based on your experience or someone you know?

What are you truly passionate about? What makes you happy and leaves you feeling fulfilled?

Where do you see yourself 10 years from now?

Please describe the type of work you enjoy doing. Please also include the type of work you do not like.

Is there any additional information you would like to share about yourself and being a part of the IOCC Team? Any special qualifications? Strengths?

Highlight the group of words you identify with most. Place a checkmark in the box of the second group of words you identify with next.

Verbal
Risk-taker
Generous
Spontaneous
Freedom
Open-minded
Playful
Outgoing
Direct
Adventure

Duty
Detailed
Traditions
Reliable
Stability
Devoted
Cautious
Planning
Loyal
Structured

Rational
Visionary
Credibility
Inventive
Principled
Curious
Determined
Independent
Analytical
Logical

Compassion
Sympathetic
Meaningful
Authentic
Encouraging
Spiritual
Unique
Peace-maker
Devoted
Harmony



Qualifications/Training

1. Novice (Limited Proficiency):
 - The individual has very basic computer skills and requires significant assistance and guidance for even the simplest tasks.
 - They may struggle with fundamental operations such as navigating the operating system, managing files, or using common software applications.
2. Beginner (Basic Proficiency):
 - The individual has a basic understanding of computer operations and can perform simple tasks with some guidance.
 - They can navigate the operating system, use common software applications for basic purposes, and handle routine computer tasks.
3. Intermediate (Moderate Proficiency):
 - The individual possesses a reasonable understanding of computers and can handle most common tasks independently.
 - They can navigate the operating system, use various software applications effectively, and troubleshoot basic issues.
4. Advanced (High Proficiency):
 - The individual demonstrates an advanced understanding of computer systems and can handle complex tasks with minimal assistance.
 - They are proficient in using the operating system, specialized software applications, and can troubleshoot technical issues effectively.
5. Expert (Exceptional Proficiency):
 - The individual has exceptional knowledge and expertise in various computer-related domains.
 - They possess comprehensive understanding of computer systems, advanced software applications, and can independently solve complex technical problems.
 - They may have specialized skills in programming, network administration, cybersecurity, or other advanced areas.

Rate your computer knowledge using the 1-5 scale above for each listed application, program, and operating system.

Overall Computer Skills	1	2	3	4	5
Microsoft Word	1	2	3	4	5
Microsoft Excel	1	2	3	4	5
Outlook/Teams/To-Do	1	2	3	4	5
Google Chrome	1	2	3	4	5
Adobe Acrobat/PDF	1	2	3	4	5
Windows Operating System	1	2	3	4	5
MacOS Operating System	1	2	3	4	5

Please give a summary of your overall computer experience explaining reasons for your choices above:



Work Hours Are you applying for:

Temporary work - such as summer or holiday work, volunteer, or intern work? Yes or No

If applying for temporary work, when will you be available _____

Regular PT/Casual work (5-10hrs/wk. confirmed, plus extra as needed) Yes or No

Regular part-time work (20-34hrs/wk.)? Yes or No

Regular full-time work (35+ hrs./wk.)? Yes or No

What days and hours are you available for work? M_____ Tu_____ W_____ Th_____ F_____ Sat_____ Sun_____

Does the advertised schedule work for you? (Refer to the "HiringSheet") Yes or No Please explain if you answered no.

If hired, on what date can you start working?

Desired - Hourly Rate: _____

Personal Information:

Have you ever applied to / worked for IOCC before? Yes or No

If yes, please explain (include date): _____

Do you have any friends, relatives, or acquaintances working for IOCC? Yes or No

If yes, state name & relationship: _____

Are you over the age of 18? (If under 18, hire is subject to verification of minimum legal age.) Yes or No

If hired, would you be able to present evidence of your Canadian citizenship or proof of your legal right to work in Canada? Yes or No

Are you able to perform the essential functions of the job for which you are applying, either with / without reasonable accommodation? Yes or No

If not, describe the functions that cannot be performed or requests for accommodation.



Have you ever been charged or convicted of a criminal offense (felony or misdemeanor)? Yes or No
If yes, please describe the crime - state nature of the crime(s), when and where convicted and disposition of the case. _____

Criminal History Background Check is a requirement and any fees associated will be the applicant's responsibility. DO NOT apply for one until asked by the IOCC Management.

Education, Training and Experience

High School:

School name: _____
School address: _____
School city, state, zip: _____
Number of years completed: _____
Did you graduate? Yes or No
Degree / diploma earned: _____

College / University / Vocational/Other:

School name: _____
School address: _____
School city, state, zip: _____
Number of years completed: _____
Did you graduate? Yes or No
Degree / diploma earned: _____

Education Specific to the Advertised Role Please describe below any education you have that will be an asset in the role being applied for.

Additional Information

Do you speak, write, or understand any foreign languages? Yes or No

If yes, describe which languages(s) and how fluent of a speaker you consider yourself to be. _____

Do you have any other experience, training, qualifications, or skills which you feel should be brought to our attention? (ex. Computer skills, people skills, counseling, etc.) Yes or No If yes, please explain _____



Employment History

IMPORTANT - Please include your employment history from the past 10 years on your resume.

Are you currently employed? Yes or No

If you are currently employed, may we contact your current employer? Yes or No

References

List below 2 direct supervisors who have knowledge of your work performance within the last four years and 2 personal character references (ex. friend, co-workers, roommates). By providing these references I give my permission for them to be contacted by the Management Team of Inside-Out Chiropractic. _____ initials

Direct Supervisors

Name -First, Last: _____

Telephone Number: _____

Address: _____

City, state, zip: _____

Occupation: _____

Number of Years Acquainted: _____

Name -First, Last: _____

Telephone Number: _____

Address: _____

City, state, zip: _____

Occupation: _____

Number of Years Acquainted: _____

Personal Character

Name - First, Last: _____

Telephone Number: _____

Address: _____

City, state, zip: _____

Relationship: _____

Number of Years Acquainted: _____

Name - First, Last: _____

Telephone Number: _____

Address: _____

City, state, zip: _____

Relationship: _____

Number of Years Acquainted: _____



Please Read and Initial Each Paragraph, then Sign Below

I certify that I have not purposely withheld any information that might adversely affect my chances for hiring. I attest to the fact that the answers given by me are true & correct to the best of my knowledge and ability. I understand that any omission (including any misstatement) of material fact on this application or on any document used to secure can be grounds for rejection of application or, if I am employed by this company, terms for my immediate expulsion from the company. _____ initials

I permit the company to examine my references, record of employment, education record, and any other information I have provided. I authorize the references I have listed to disclose any information related to my work record and my professional experiences with them, without giving me prior notice of such disclosure. In addition, I release the company, my former employers & all other persons, corporations, partnerships & associations from any & all claims, demands or liabilities arising out of or in any way related to such examination or revelation. _____ initials

Applicant's Signature: _____ **Date:** _____