

WHOLENESS HEALING CENTER

"Heart Centered Wellness For Life"

Support Staff Application

2608 Old Fair Rd.
Grand Island, NE 68803
(308) 382-5297

525 South 9th Ave.
Broken Bow, NE 68822
(308) 872-5040

3811 29th Ave., Ste #5
Kearney, NE 68845
(308) 455-1560

Full Name _____ Date of Birth _____ Social Security Number _____

Address _____ City/State/Zip _____

() - () - () -
Home Phone Number Cell Number Alternate Number

E-mail address _____

☐ I am a U.S. citizen or permanent resident alien and have a legal right to work in the United States.

In case of an emergency please contact: _____

at _____ or _____

I am available to work the following hours. I understand that in the event that my available hours will change I will notify the appropriate people so I can be scheduled accordingly.

	Mon.	Tues	Weds	Thurs.	Fri.	Sat.	Sun.
Earliest Time							
Latest Time							

Highest Level of Education:

School: _____ Location: _____

Dates of Enrollment: _____ Degree: _____

Specific Training/Workshops/Honors: _____

Previous Employment:

Company: _____ Dates Employed: _____

Position: _____ Previous Salary: _____

Supervisor: _____ Phone Number: _____

Reason for leaving: _____

May be contact this employer? ☐ Yes ☐ No

Company: _____ Dates Employed: _____

Position: _____ Previous Salary: _____

Supervisor: _____ Phone Number: _____

Reason for leaving: _____

May be contact this employer? ☐ Yes ☐ No

Company: _____ Dates Employed: _____

Position: _____ Previous Salary: _____

Supervisor: _____ Phone Number: _____

Reason for leaving: _____

May be contact this employer? ☐ Yes ☐ No

Please answer the following questions. They are not designed to trick you but to aid in highlighting your abilities such as being detail-oriented, compassionate etc. Please answer honestly and to the best of your ability.

Why have you applied for the position of receptionist? _____

While working at your last job, tell me about your most frustrating experience and how you handled it? _____

If we were to ask your previous supervisor, what would they say about your attendance and job performance? _____

Wholeness Healing Center's philosophy is that healing begins at the door, what does this mean to you and how do you think you can participate in this mission? _____

What is the difference between neatness and orderliness? Which, in your opinion, which is more important? _____

The word river can be spelled by using five letters from the word university? ☐ True ☐ False

What did you enjoy most about your last job? Enjoy least? _____

If the day before yesterday is three days after Tuesday then what day is it today?
☐ Sunday ☐ Monday ☐ Thursday ☐ Friday

Describe some things in your work life or personal life that you have been most excited about. _____

Do you speed when you drive? If so, by how many mph? _____

How would you handle a person who has to wait for a long time for a scheduled appointment? _____

Just as we are working toward finding an appropriate applicant for our job opening, it is important that we are a good fit for you. Please tell us some important qualities for you to have in an employer/job. _____

I agree while during training/employment with Wholeness Healing Center to be confidential, ethical and work within the H.I.P.A.A. guidelines. I understand that if ethics are violated, I am subject to questioning. In the event that ethics are determined violated I understand that this may result in grounds for disciplinary action or dismissal from the application process or employment.

I agree to remain drug free throughout my application process/employment with Wholeness Healing Center, PC. I understand that I may be submitted to random drug testing. My refusal to complete this requirement or my positive test result will terminate my employment. The testing procedure will be conducted by an independent laboratory chosen by Wholeness Healing Center PC and be paid for by Wholeness Healing Center PC.

I acknowledge that the information I have furnished is correct to the best of my knowledge and understand that falsification of this information could be grounds for disciplinary action or dismissal from the application process or employment.

Signature

Date