

Application Questionnaire

NAME: _____

Date of Birth _____

ADDRESS: _____

_____ Postcode _____

(Please note: If you have been living at the above address for less than 2 years, please give details of your previous address below).

Previous address, please state length of time at this address.

1 Please give details of your work experience to date starting with the most recent, specifying how long you stayed for and why you left/wish to leave.

| <u>Date</u> | <u>Job Title / Description</u> | <u>Length of Service</u> | <u>Reason for leaving</u> |
|-------------|--------------------------------|--------------------------|---------------------------|
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2 Please state why you feel you would be good at this job. Please mention what you consider to be your strengths and weaknesses. What unique contribution might you offer the living Centre Clinic?

3 How many days sickness have you had in the last 5 years (approximately)? _____ days

4 If you have been sick for longer than 5 continuous days, please state what the illness was.

5 (a) What Notice Period is required by your current employer. _____
(b) When would you be free to take up employment, if offered to you?
at the Living Centre Clinic. _____

6 Are there any days, evenings or times of the year that you cannot work (i.e. study leave, booked holidays, religious attendances, family care commitments, etc)

7 With notice, would you be available to work occasional evenings or Saturdays? Yes No

8 Punctuality. Have you ever been late for work? In the last two years please state how often (i.e. once a month) and what the reason(s) were. *Continue overleaf if necessary.*

9 Do you have any special requirements that we may need to take into account?

10 Would you describe yourself as an organised and tidy person? Yes / No / Medium

Please explain in what ways _____

11 a) Would you describe yourself as adept in multi-tasking, under pressure? Yes/ No/Medium

b) Are you able to produce a (i) cheerful (ii) relaxed manner at all times?

(i) Yes/ No/Medium

(ii) Yes/ No/Medium

If 'yes' or 'medium' please explain further why you feel you say this.

12 How well do you feel you handle criticism and change? Are you generally (i) happy with yourself or (ii) feel you need to step more outside your comfort zone

Please explain _____

18 Please supply the details of two recent business (ie work) referees.

Name _____

Name _____

Position _____

Position _____

Address _____

Address _____

Tel _____

Tel _____

Declaration

I confirm that all the above information is true and correct to the best of my knowledge. I confirm I have not with-held information that might be prejudicial or that might affect the outcome of this application.

Signed _____

Please print name _____

Dated _____

Summary of Clinic and duties required

The Living Centre Clinic is a small concern and is not owned by a larger company. We therefore rely on our staff to be punctual, reliable and competent for the continued success of this establishment.

We have four treatment rooms and there are about a dozen practitioners who work from this clinic during the week so it can be very busy at times.

The main reception duties include: answering the telephone (two lines); booking appointments; dealing with patients i.e. noting their arrival and informing the relevant practitioner, taking payments and making re-bookings and taking payments; issuing receipts and invoices; preparing patient cards for the next day; filing etc. Much of the work is computer based.

You will be dealing with the practitioners on a regular basis, arranging their bookings, ensuring adequate business stationery and leaflets are displayed. You will also be involved in assisting the general public and patients, helping them to identify the therapy that is best suited to their needs. Whilst you may not have specialist interest in complementary medicine, we would expect you to have a basic working knowledge of each of the major therapies. You may wish to do a little “home study” before attending the interview. Basic questions in these matters are asked in the interview.

During the course of your employment you would be expected to know, which practitioners are in at which time what hours they work and what their fee structure is.

Additionally, there are non-administrative duties that would be required of you. These would include making tea for practitioners, washing of tea cups etc. You will not be asked to handle clinical waste as the clinic produces no such waste (other than disposable acupuncture needles which are deposited by the attending Practitioner in special receptacles and removed by specialist companies)

Finally we like to emphasise that we are a professional Clinic, with an excellent local reputation for our therapies and services. At all times we expect the highest standard of professional care and conduct from all our staff towards all persons and patients.

We like our staff to enjoy their working experience with us. The atmosphere is very friendly, and when not busy, quite relaxed. There are many therapies and therapists. We hope that this job would provide a high level of personal reward as well as job satisfaction.

Living Centre Clinic