

Application Form

This Information is Private & Confidential!

Please answer each question completely—and as honestly as possible—so we may support you fully in achieving personal fulfillment, as well as professional and financial success.

Full Name: _____ Today's Date: _____

What position are you applying for? _____

Phone Number: _____ E-mail Address: _____

Home Address: _____ City: _____ Province: _____

Postal Code: _____

Current name of employer where you work: _____

Current Position or Title: _____

Tell us about your background:

What do you want from your next career that you're not getting now?

What is most important to you in your next career? What expectations do you have?

What attracted you to the position you are applying for?

What are three goals you have for your career over the next 12 months?

How do you plan to reach these goals?

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Where would you like to be in 5 years?

What works to motivate you?

What were your reasons for leaving your last place of employment?

What did you like best about your last job?

What three things drove you crazy in your last job?

What do you most want to get out of working at our business?

How will I know if our place of business is working for you?

How will I know if you are stuck?

How were you paid in your last or current job? Check appropriate one:

Hourly: How much per hour? _____

Commission: _____ (If so, what % were/are you paid? _____%)

Salary: (What was/is the salary?) \$_____ Other:

What do you need to earn? \$_____ What do you want to earn? \$_____

How many days and hours do you currently work per week? _____ How many days and hours would you like to work per week? _____

Do you have any commitments that would restrict you from working certain days/hours? Yes _____ No _____ If so, what are they? _____

What are your top three strengths?

What are your top three areas for improvement?

How would you deliver Extraordinary Service?

What do you like and admire most about your best friend? Describe him or her in detail:

What are three things you most want to accomplish in your lifetime?

If money was not an issue – and fear was not present – what would you dare to do?

What kinds of trainings do you feel are most beneficial and why?

How would your previous owner/manager describe you?

How do you see yourself contributing to the growth of our Company?

Describe in detail your Ideal Career and Workplace:

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Please RATE your Skill Level in each of these Areas from 1 to 10 (10 being the highest and best).

- _____ Communication Skills (able to effectively communicate your feelings, concerns & upsets)
- _____ Ability to connect with others & create long term relationships
- _____ Time management
- _____ Organizational skills
- _____ Attention to details (getting it done right the first time)
- _____ Positive attitude
- _____ Loyalty to team and company
- _____ Passion & enthusiasm
- _____ Reliability
- _____ Selling skills
- _____ Customer service skills (making clients the Top priority)
- _____ Ongoing education and personal development
- _____ Professional demeanor
- _____ Follow through
- _____ Taking pride in how you look professionally
- _____ Personal hygiene
- _____ Self-Motivated and Pro-Active
- _____ Team Player (*WIT: Whatever It Takes*)
- _____ Lead a balanced life
- _____ Respected by others
- _____ Inspiring and uplifting to be around
- _____ Financial responsible and stable
- _____ Reliable, trustworthy and accountable
- _____ Keeping workspace clean & organized
- _____ Reliable transportation
- _____ Patient and compassionate
- _____ Good sense of humor
- _____ Flexible
- _____ Being on time
- _____ Coachable (Ability to hear and accept constructive feedback and make necessary changes)
- _____ Organizing your day based on priorities & proceeding in order of importance
- _____ Honor your time commitments (Complete tasks in a timely & efficient manner)
- _____ Phone skills
- _____ Filing Skills
- _____ Proficient in: Excel
- _____ Proficient in: Word
- _____ Proficient in: ACT
- _____ Proficient in: Outlook
- _____ Can type 40 words+ per minute (how many words can you type per minute? _____)