



# Functional Medicine Assistant / Chiropractic Assistant

## Application for Employment

Name \_\_\_\_\_ Date \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Mobile \_\_\_\_\_

E-mail: \_\_\_\_\_

Referred By / How Did You Hear About Job? \_\_\_\_\_

Date Available \_\_\_\_\_ Wage Desired \_\_\_\_\_ (be specific)

Hours Available: M: \_\_\_\_\_ T: \_\_\_\_\_ W: \_\_\_\_\_ Th: \_\_\_\_\_ F: \_\_\_\_\_

### Current Employment:

Are you currently employed?  Yes  No

If yes, may be contact your present employer?  Yes  No

If yes, name and telephone number of current employer / supervisor:

\_\_\_\_\_

\_\_\_\_\_

### Education:

	Name & Location of School	Graduated	Subjects Studied
High School			
College			
Trade or Other School			

### Former Employers: (Please list starting with the most recent.)

Dates From – To (Mo. & Yr.)	Name and Phone Number of Employer	Salary	Position	Reason for Leaving
From To				
From To				
From To				
From To				



# Functional Medicine Assistant / Chiropractic Assistant

## Application for Employment

**References:** Please list three people, not related to you, whom you have known for at least one year.

Name	Address & Phone	Business	Years Known

In case of emergency notify:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION. I UNDERSTAND THAT MISREPRESENTATION OR OMISSION OF FACTS CALLED FOR IS CAUSE FOR DISMISSAL. FURTHER, I UNDERSTAND AND AGREE THAT MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND SALARY, BE TERMINATED AT ANY TIME WITHOUT ANY PREVIOUS NOTICE. I FURTHER UNDERSTAND THAT I HAVE NO CONTRACT, WRITTEN OR IMPLIED, PROMISING FUTURE EMPLOYMENT.

I HEREBY ACKNOWLEDGE THAT THE FIRST 90 DAYS IS PROBATIONARY FROM THE DATE OF MY HIRING AND THAT DURING THIS TIME I CAN BE TERMINATED WITHOUT SEVERANCE PAY OR ANY EXPLANATION AS TO THE REASON FOR MY TERMINATION. I HAVE ACCEPTED THE TERMS OF THIS PROBATIONARY ARRANGEMENT OF MY OWN FREE WILL AND CHOICE. I ALSO UNDERSTAND THAT THERE IS NO CONTRACT GUARANTEEING MY FUTURE EMPLOYMENT OR BENEFIT, EITHER WRITTEN OR IMPLIED. I HEREBY AGREE TO FOLLOW ALL CLINIC POLICIES, BOTH THOSE IN EXISTENCE AND THOSE THAT WILL BE ADDED IN THE FUTURE. I REALIZE THAT FAILURE TO FOLLOW CLINIC POLICY MAY RESULT IN MY IMMEDIATE DISMISSAL WITHOUT RECOURSE OR SEVERANCE PAY.

Date \_\_\_\_\_ Signature \_\_\_\_\_

**Essay Questions**

Name \_\_\_\_\_ Date \_\_\_\_\_

Why do you want or need this position? If you're currently employed – what's missing / what are you looking for?

---

---

---

---

What special skills or attributes would you bring to this position?

---

---

---

---

How will this position fit into your future plans? What is important to you in a "job" that would make it a long-term career?

---

---

---

---

How comfortable are you with using Canva, Active Campaign, Loom, Facebook, Instagram, Word Press, for social media posts, newsletters or updates on a website? Give me an example of a campaign/event that you ran and how you executed it.

---

---

---

---

Our office focuses on, teaches and practices healthy living and positive lifestyle choices. Please describe your experience with natural and holistic health, certain ways you and your family strive to BE FIT, EAT RIGHT or THINK WELL, or your interest and desire to incorporate these into your way of life.

---

---

---

---

---

---



# Functional Medicine Assistant / Chiropractic Assistant

Application for Employment

What book have you read that has most inspired you, and what was its message or lesson?

---

---

---

---

What podcasts or guru's do you like to follow?

---

---

---

---

What is one way in which you helped out a patient/person, and what was the impact it made?

---

---

---

---

When you're not working, what are some of your hobbies or interests?

---

---

---

---

What are some of the most important things you look for in an employer?

---

---

---

---

How do you like to be recognized when doing a great job – and, when something needs to be improved, how do you respond best when approached?

---

---

---

---



## Functional Medicine Assistant / Chiropractic Assistant

### Our Chiropractic Vision

Empowering the energy within to RESTORE + OPTIMIZE the body and mind!

### Our Care Mission

Our duty is to educate individuals and empower them with the knowledge and support needed to choose optimal health solutions. We pledge to provide individually unique services that focus on the entire person, not the presenting symptoms.

### Our Team Vision

“Surround yourself with ONLY  
people who are going to lift you HIGHER”

~ Oprah

### Our Strategy

Our office is a wellness-focused chiropractic clinic, focusing on one main thing:

~ improving people’s lives through chiropractic, nutrition and massage ~

Clients come into our office for the positive, energizing atmosphere and healing environment. They are always welcomed with a smile, by their name, and with an attitude of service. We focus on each patient’s health from a holistic perspective, knowing that the body is amazing and self-healing. We talk about and practice excellent health choices, and how improving our health improves every other aspect of our lives.

We are actively searching for the right candidate to support us in accomplishing our purpose!

### **Personality Style:**

The minute a patient walks in the door, they are seeking guidance and care! It will be very important that you are upbeat, smiling and show them an attitude of service. Having a great memory for names and details that are important to our clients is a huge plus. You'll need to be organized, pay attention to detail, have a great attitude, be confident enough to serve as a leader for our office, but humble enough to know that no job is beneath you when it comes to ensuring excellent patient experiences at every encounter. You must be a great co-worker – since in many cases we spend more time with the people we work with than our own families, it's essential to have a great professional working rapport, an attitude of cooperation, and a desire to bring our best effort and attitude every single day. You must be a dedicated and positive contributor to a happy and cohesive team.

### **Responsibilities:**

You must be professional, personable and punctual. You will be working with patients in every aspect of their care, New Patient Exams, recording vitals, performing therapies such as Ultrasound, Electrical Stim, Traction, and getting certified in additional modalities. To perform these duties, you must be a Certified Chiropractic Assistant, certification is paid for and will be required upon acceptance of this position. You will also help patients with scheduling their appointments, collecting payment for services, explaining insurance - Medicare and membership options. Other duties include calling patients to reschedule, composing the monthly newsletter, daily social media design and posts, internal office marketing, marketing campaigns to new residents. Overseeing of FullScript Dispensary orders, inventory and answering patient questions on supplements. Light housekeeping, cleaning of the treatment rooms and tables, restroom, dusting, vacuuming, assist with laundry and tidying of the waiting room and breakroom. Planning and attending special events in office and in the community. You'll need to be flexible as needs arise and organized with all the different activities going on. Be ready to focus and work hard in a fun, fast-paced atmosphere!

### **Details:**

Hours are Monday and Wednesday 9-12:40 and 2-6pm, Tuesday and Thursday 8-2pm and Friday 9-1pm, this is a part-time position. Additional hours may be requested for marketing, health workshops, and other events – all with adequate notice.

### **Next Steps:**

We are looking for an applicant that is the perfect fit for us, and know you're looking for a work environment that is the perfect fit for you, too. If our purpose and vision sound like something you can put your head, heart and energy into, please complete our application.

We're eager to learn more about you and how you might be a great addition to our TEAM!

Please e-mail your completed application forms along with a resume and cover letter to:

[info@brookviewwellness.com](mailto:info@brookviewwellness.com)

Thank you for your interest in Brookview Wellness!

~ Dr. Brooke Breitbach, DC, IFMCP, Founder