

# The National Institute for the Clinical Application of Behavioral Medicine

## YOUR INFORMATION

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Address, City, State: \_\_\_\_\_  
Phone: (Cell) \_\_\_\_\_ (Home) \_\_\_\_\_  
Email: \_\_\_\_\_  
What is the approximate length of your commute to our office? Miles: \_\_\_\_\_ Minutes: \_\_\_\_\_

## EDUCATION

Highest level of education? \_\_\_\_\_ Where? \_\_\_\_\_  
Major? \_\_\_\_\_  
Best courses: \_\_\_\_\_

## TECHNICAL APTITUDE

For each type of computer application listed below, please name the software you've worked with and rank your proficiency according to the following scale: (5) I could teach it; (4) I could use it without questions; (3) I've been proficient but I might have to ask some questions to refresh my memory; (2) I've only used it a few times; (1) I was taught, but have no practical experience.

	Software	Rank
Word Processing:	_____	_____
Spreadsheet:	_____	_____
Database:	_____	_____
Web:	_____	_____

If you have experience with any other programs please list them here: \_\_\_\_\_  
\_\_\_\_\_

## EMPLOYMENT HISTORY

Where were you last employed? \_\_\_\_\_  
Are you still employed there? Yes: \_\_\_\_\_ No: \_\_\_\_\_ If No, what was your date of separation? \_\_\_\_\_  
How long did you work there? \_\_\_\_\_ What was/is your reason for leaving? \_\_\_\_\_  
If that job was for less than 2 years, list your previous job. \_\_\_\_\_  
How long did you work there? \_\_\_\_\_ What was/is your reason for leaving? \_\_\_\_\_  
What was your date of separation? \_\_\_\_\_  
Please provide the name and number of a business reference: \_\_\_\_\_

What position are you applying for? \_\_\_\_\_  
How did you hear about this position? \_\_\_\_\_  
Are you interested in Full Time or Part Time work? FT \_\_\_ PT \_\_\_ Either \_\_\_\_\_  
What would be your ideal number of hours per week? Minimum \_\_\_\_\_ Maximum \_\_\_\_\_  
What would be your preferred schedule? \_\_\_\_\_  
If hired, how soon could you begin? \_\_\_\_\_  
What is your salary expectation? *(This is a difficult question, but your honesty helps us make a suitable match)*  
\_\_\_\_\_

Please send this application, your resume, and a cover letter to [hiring@nicabm.com](mailto: hiring@nicabm.com).

**\*\* Please make the subject of your email the title of the position for which you are applying. \*\***