



MCBRIDE HAIR RESTORATION LLC  
CLINICAL OFFICE APPLICATION

Date:

Last Name \_\_\_\_\_ First \_\_\_\_\_

Street Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Home Telephone \_\_\_\_\_ Cell phone \_\_\_\_\_

Expected pay \_\_\_\_\_ Full time or part time (circle) Hours Available \_\_\_\_\_

Days Available: Mon, Tue, Wed, Thur, Fri, Sat

Can you work day and/or evenings? (Please circle) Are you available to alternate shifts if necessary? Yes or No (circle)

Available start date \_\_\_\_\_

Position Desired \_\_\_\_\_ Can you attend meetings and training? \_\_\_\_\_

Day or Evening (please circle)

Have you ever worked in hair restoration before? \_\_\_\_\_ If yes, Month, Year, and Location

Do you consider yourself to be trainable, teachable, and coachable?

Are you experienced in: (check all that apply) Hair Restoration \_\_\_\_\_ Hair Replacement \_\_\_\_\_

Weaving \_\_\_\_\_ Years of experience \_\_\_\_\_ Area of specialty \_\_\_\_\_

Are you a beauty school graduate? \_\_\_\_\_

Special needs: Hours \_\_\_\_\_ Child Care \_\_\_\_\_ Transportation \_\_\_\_\_

Holidays \_\_\_\_\_ Weekends \_\_\_\_\_

I want to know about: (check all that apply) Training \_\_\_\_\_ Weaving \_\_\_\_\_ Braiding services \_\_\_\_\_  
Legal Support (recommended for business owners) \_\_\_\_\_ Business management \_\_\_\_\_

Do you have a cosmetology license in this state? Yes or No (circle) Another state? Yes or No (circle)

Would attending trade shows, seminars, and workshops at your expense recommended by MHR LLC be a problem for you? Yes or No?

How do you rate yourself as an office assistant? Excellent, Very Good, Average, Fair, or Poor

Do you have good organization skills? \_\_\_\_\_ Filing \_\_\_\_\_ Basic Computer understanding \_\_\_\_\_

Are you willing to learn new things?

1. Describe the perfect work environment

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2. Describe the perfect employer

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3. Describe the perfect assistant

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4. What do you expect to get out of working here and what can we expect to get out of you

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5. How do you expect the position to help you grow professionally?

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6. What steps do you plan on taking to learn this business?

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7. How long do you plan to give yourself to learn the necessary skills for this position?

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8. Would taking early or late appointments present a problem for you?

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9. How do you have computer and social media skills?

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10. Helping more clients with hair restoration is our primary concern. Customer service is very important. Do you feel have good customer service skills? Give example

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11. How long can we expect you to be apart of our team?

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12. How well do you handle constructive direction and instruction?

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13. Which type of learner are you? Quick, Average, or Slow and do you learn best by watching, hearing, reading or all of above

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14. Do you require consistent and repeated instruction?

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15. Do you feel you have initiative?

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16. How long should a client wait before you begin

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17. Every employee has a unique and different talent or skill. What is your unique talent or skill? (Something you're good at).

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18. Do you complete task(s) and follow through prior to starting a new one

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19. Describe what teamwork means to you

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20. Describe your three strongest assets

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21. List areas you feel need strengthening

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22. Do you understand the importance of maintaining a consistent schedule in the office?

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23. How well do you handle conflict in the office environment? Give example.

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24. How would you handle a difficult client? Give example.

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25. How would you handle completing a task you did not like or want to do?

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26. Do you possess the ability to separate personal issues from work? Give example.

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27. How would you view any professional business that could not service you due to random or consistent personal issues?

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28. To be successful, it is required to possess reliable, dependable, courteous, and friendly, characteristics. It is important to have good time management and organizational skills. Integrity is a must. Do you feel you possess the necessary qualities it takes for this position? Yes or No

If Resume provided, please skip following questions. High School background, College and/or Trade background (Name and location, course of study, years attended, did you complete course, and list any degrees and/or diplomas) and three (3) references

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