



# INSPIRE

COUNSELING CENTER

## *Intake Coordinator / Office Manager Application*

Thank you so much for considering Inspire! This is an exciting time and we want to be able to provide you with an excellent experience. Please complete this application so we can ensure we have the space, needs and clients for your program.

Please email this form (or information) to  
[newhireteam@inspirecounselingcenter.com](mailto:newhireteam@inspirecounselingcenter.com)

### Basic Info:

Name:

Type of Degree (High School, College, etc. )

Email:

Phone:

How did you hear about Inspire? Did anyone refer you?

Location you'd like to work (Evanston, Northbrook, Kenilworth, Lake Forest):



# INSPIRE

## COUNSELING CENTER

### Start Date, Position and Hours

When would you like your start date to be?

Part-Time or Full-Time?

### Scheduling

What would be your ideal days/ times to work?

Are there any specific times that you are unavailable to work?

### Personal Experience

Why do you want to be an Intake Coordinator/ Office Manager? Why are you applying to Inspire? If you have any previous experience that could be helpful for your experience, please share.

Who is the biggest supporter in your personal life?

What makes you excited about working at Inspire?



# INSPIRE

COUNSELING CENTER

## Anything else

Is there anything else you'd like to share about yourself or your needs so we can ensure Inspire would be a successful experience for you?

If you have any questions or concerns, please feel free to contact us. We are excited for what's ahead and hope to be able to provide you with an amazing experience!!

Very truly yours,

Inspire New Hire Team  
[newhireteam@inspirecounselingcenter.com](mailto:newhireteam@inspirecounselingcenter.com)  
(847) 919-9096

Please email this form to  
[newhireteam@inspirecounselingcenter.com](mailto:newhireteam@inspirecounselingcenter.com).  
We can't wait to hear from you!!

