

Pre-hire employee application

Office Assistant Temporary

Pay : \$15 for 3hours 11am-1pm (Mon, Wed & Fri)

Before consideration for employment , you must complete this form and email it to the company business email address or fax it. To find the email and fax number, you can go back to the contact page and there you will find it.

First Name: _____

Last Name: _____

Birthday : / / /

Driver License Number : _____

Address : _____

Have you worked here before? Yes or No (circle)

Questionnaire

1. What position are you applying for ? circle what applies.

- a. Caregiver
- b. Peer Assistance
- c. RN
- d. Office Assistant

2. Do you have 1 year of experience as an assistant ? Write below

3. Do you have experience with answering the phones in a professional manner? Write below.

4. Do you have experience with basic computer skills? (microsoft , faxing , google docs , typing etc).
Write below.

5. This job requires answering phones. Which means, returning calls and having basic common knowledge of Howard's Angels Care LLC policies.
Are you aware?

- a. Yes
- b. No

6. Tell me about your previous work experience as an office assistant. Write below.

7. What type of documents and formats have you generated in the past? Write below.

8. Tell me what you've done to improve your skills as an office assistant. Write below.

9. Why do you think you're a great fit for this position? Write below.

10. What type of schedule are you looking to work? Does the company schedule work for you? Write below.

11. Tell me about a time when you encountered an unhappy client or customer in your past role as office assistant. How did you handle the situation? Write below.

12. Do you have any questions about the office assistant position? Write below.

- This Job is able to be worked from home, If accessibility to internet, printer and computer.

Please list 2 references (non family members)

1. Name : _____
2. Job description : _____
3. Number : _____
4. Email : _____
5. Relationship : _____

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