

# 3708 Cheek Sparger Blvd. Suite 100 Bedford, TX 76021

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MILITARY SERVICE						
Branch	From To					
Rank at Discharge	Type of Discharge					
If other than honorable, explain						

#### DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature



## **Receptionist/Personal Assistant Questionnaire**

## Please give a little explanation to each answer that pertains to you.

1. Are you looking for full time or part time position?

2. Are you available mornings, evenings and/or weekends? Please be specific on your availability if you have other commitments.

3. Have you worked in retail sales? If so, did you have retail goals?

4. Have you worked in some form of customer service?

5. Have you worked with (or familiar with) computers, social media, marketing or web design? Please explain if you have.

- 6. Do you have a creative side to you?
- 7. Do you own a car or have a dependable ride to work?
- 8. Have you worked with inventory and ordering?
- 9. Do you mind running small errands?
- 10. How are your organizational skills?
- 11. What is your desired pay?



#### How would you rate yourself in these areas. Rate 1-5 1- hardly at all, 2-somewhat/ a little, 3-half the time, 4-often/ mostly, 5-all the time/definitely

- 1. Prompt/ on time to work
- 2. High energy
- 3. Positive attitude
- 4. Procrastinator
- 5. Like to find things to keep busy
- 6. I follow through on completing tasks
- 7. Dependable
- 8. Honest
- 9. Get along with others/ all types of personalities
- 10. Important to be right
- 11. I except constructive criticism well
- 12. It's important to do every job to the best of my ability
- 13. It's important to show up to work with hair fixed (& makeup on for ladies)
- 14. I dress professionally for work
- 15. I love to talk
- 16. I am outgoing
- 17. I like everything clean and neat
- 18. I like learning new things
- 19. Patient person
- 20. Determined person

