**Preliminary Application Questions – Junior Office Assistant**

**NAME:**

1. **Why are you applying for this position?**
2. **What is your preferred learning style? (Please highlight the styles that are most applicable to you):**

* Visual – you prefer using images
* Aural – you prefer using sound
* Verbal – you prefer using words, both speech and writing
* Physical – you prefer a hands on approach
* Logical – you prefer using logic, reasoning and systems
* Social – you prefer to learn in groups or with other people
* Solitary – you prefer to work alone and use self-study

1. **Have you worked in a team environment before and if so what did this involve?**
2. **How would you rate your expertise working with Microsoft Outlook, Microsoft Word and computers in general? Please write down between 1 – 5: 1 being not at all and 5 being very comfortable.**

Microsoft Outlook:

Microsoft Word:

Computers in General:

1. **What is something you would be happy doing in your job every single day for the rest of your career?**
2. **What has been your greatest achievement so far? What were the actions you took to achieve this outcome?**
3. **What days and times will you be available to work?**

***Thankyou for taking the time to answer these questions - we really appreciate it.***