**Skinwise Medical Receptionst - Preliminary Application Questions**

**NAME:**

1. **Why are you applying for this position?**
2. **How well do you adapt to new situations? Please provide an example of a time you were thrown in the deep end and how you adapted.**
3. **What has been your greatest achievement so far? What were the actions you took to achieve this outcome?**
4. **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 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. **What is something you would be happy doing in your job every single day for the rest of your career?**
2. **Will you be able to work Mondays, Tuesdays, Wednesdays and Thursdays between 8:00am to 5:30pm (and potentially later if the doctor is running behind time)?**
3. **Have you had any medical reception experience in the past? If so, where and when?**

***Thank you for taking the time to answer these questions - we really appreciate it***