|  |
| --- |
|  **Job Questionnaire Grid**  |
| **Applicant Instructions:**1. In addition to submitting your cover letter and resume, you must submit a completed job questionnaire as soon as possible. The final date for submissions is **4:30 PM PDT, August 25, 2017 to** HR@bcauditor.com. **All three documents must be emailed as one submission.**
2. Clearly show how you demonstrate the education requirement and the essential qualifications for the initial screening through your resume and job questionnaire. It is NOT sufficient to only state that the qualifications are met or to provide a listing of current or past responsibilities. You must clearly demonstrate **HOW, WHEN,** and **WHERE** the qualification was met through substantiation by examples. Information on your described skills, experience, etc. provided in a job questionnaire should be supported by your resume. **Failure to provide the above information in the format required may result in your application not being advanced in the selection process.**
3. The job questionnaire is not intended to be a duplication of your resume.

**Please limit this grid to a maximum of 2 pages.**  |
| **Applicant Name:** |
| **Phone #** | **Email:** |
| **Position Title: Office Assistant**  |
| **Job Requirements** | **Applicant Information** |
| **Essential Education Qualifications**  | **Clearly demonstrate how you met the educational background** |
| Secondary school graduation or equivalent |  |
| **Essential Qualifications** | **Yes or No?** |
| Ability to lift and/or move boxes weighing up to 50lbs |  |
| **Essential Qualifications** | **Clearly demonstrate HOW, WHEN, WHERE the qualification was met through substantiation by examples** |
| Experience working in an environment with established procedures. What were they and how did you handle them? |  |
| **Essential Qualifications** | **Clearly demonstrate which programs were used and level of experience (beginner, advanced, expert) met through substantiation by examples** |
| Experience/training in keyboarding, and word processing, spreadsheet and other standard computer applications, including email and internet  |  |
| ☐ I certify that all information submitted is true, complete and correct. I understand that any information provided by me in my application, any assessment documents or processes and/or an interview that is found to be false or misrepresented in any respect, may eliminate me from further consideration for this employment opportunity.Name: \_ Date: \_ |