

## Employment Application Questionnaire

The following questions are those we would ask during an interview. Please take the time to answer all the questions as honestly as you can. We will not call anyone for an interview unless this questionnaire is completed.

**Instructions: Answer in complete sentences, beginning at the end of the question or just below it.**

Your Name:

What kind of work are you looking for?

Why are you currently looking for work?

Describe your willingness to commit to this office, county, the work, and the citizens we serve.

What motivates you to go above and beyond?

What do you consider to be your most important work values?

What would your last supervisor/employer say about your attendance, punctuality record, attitude about work and work performance? Be sure to address all 4 points.

How do you balance out a daily cash drawer?

How will you remember all the instructions and details you will be given if hired?

Describe how and why detail and accuracy are important when working?

Presuming you are competent, dependable, honest and trustworthy, how would you demonstrate these character traits?

You have probably been a customer in our office at some time or another. Describe your overall experiences with our office.

When would you be available to start a new job?