

Date \_\_\_\_\_

**Job Application Questionnaire**

**Employer (if listed)** \_\_\_\_\_

**Job Title** \_\_\_\_\_

**Contact Information**

Full Name: \_\_\_\_\_

*First*

*Last*

*M.I.*

Primary Phone: (    ) \_\_\_\_\_ Alternate Phone: (    ) \_\_\_\_\_

**Questionnaire**

Do you meet all of the qualifications listed on this job flyer? Yes No

Are you bilingual in any languages? Yes No If yes, please list:

\_\_\_\_\_

Do you have a current CA Food Handlers Certificate? Yes No

Do you have reliable transportation? Yes No

Why are you interested in this specific position?

\_\_\_\_\_  
\_\_\_\_\_

What 3 strengths have helped you succeed in previous positions and how did these skills help the business?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Please describe a difficult customer or co-worker experience you've had. What did you do in this experience and what was the outcome?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In your opinion, what are the 3 most important skills needed in this position?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Are there any areas of this position you feel you'd need training? If so, please list.

\_\_\_\_\_  
\_\_\_\_\_

Please describe a situation where you provided excellent customer service.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list the hours you are available to work during the next 6 months (*example 7:00am – 4:00pm*).

M	T	W	Th	F	Sa	Su

**Thank you** for your interest in this position, please submit your application materials including this questionnaire to a Career Center Staff Person.