



# Front Office

## APPLICATION FORM



RECEPTION | DEBTORS CLERK | CREDITOR CLERK | BOOKKEEPING

The following questionnaire is to assist us in assessing you for the position.  
All answers will be treated as confidential.

### PERSONAL DETAILS

Name: .....

Telephone - Mobile: ..... Home: ..... Work: .....

E-mail: .....

Date of Birth: .....

Home Language: .....

Status:            Single     Dating     Engaged     Married

Have you ever lived in a commune house/boarding establishment?    YES     NO

Own Transport    YES     NO

Do you Smoke:    YES     NO

Do you Exercise:    YES     NO

Please rate yourself out of 10 on the following: (this is to aid us with further training which would have to be undertaken)

10 - excellent (cannot improve)    9 - excellent    8 - very good    7 - good    6 - fair

5 - average    4 - below average    3 - poor    2 - very poor    1 - no formal training

Efficiency		Methodical		Cope with Demanding Guests	
Multi Tasking		Marketing Skills		Confidence	
Self Motivation		Empathy		People Skills	
Accuracy		Cope Under Pressure		Telephone Skills	
Neatness					

Availability / Notice Period: .....





## FAMILY DETAILS

Father's Occupation: .....

Mother's Occupation: .....

Where do your parents live? .....

If you live far from home, how do you feel you will cope? .....

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## GENERAL

How would you describe yourself: .....

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Where do you see yourself in five years time? .....

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Why would you like to work at Brookdale? .....

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Have you heard of Brookdale or do you know someone who has visited Brookdale? .....

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What is your idea of a Health Hydro? .....

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Your position involves working with various people, how do you feel you will cope? .....

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Do you consider yourself a team player? .....

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What do you think are important qualities / attributes for someone working in front office? .....

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Do you enjoy making your own procedures or do you follow what already exists? .....

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What do you dislike or are you intolerant of: .....

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.....

List three personal strengths and two personal weaknesses: .....

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.....  
.....  
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### KNOWLEDGE & EXPERIENCE

How long have you worked on MS Word? .....

How long have you worked on MS Excel? .....

How long have you worked on Microsoft Outlook? .....

How long is your experience with invoicing and guest accounts? .....

Did you do accounting at school? .....

