

**LAKESHORE ADMINISTRATION OFFICE AIDE
QUESTIONNAIRE**

The position being filled is specifically Monday-Friday, 12:00pm-5:00pm. Are you available the days/hours required for the position posted? Yes No

Would you be able to work extra hours if needed? Yes No

If yes, what is your availability? _____

What does customer service mean to you and what experience do you have in this area?

Tell us about your previous work experience in an office setting.

Why do you think you would be a great fit for this position?

What computer skills do you have?

What types of documents and formats have you generated in the past?