**Administration Assistant Questionnaire**

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| Christian Name |  |
| Surname |  |
| Contact Phone Number |  |
| Contact email |  |
| Suburb where you live |  |

As this is a casual position, why are you NOT applying for full-time roles?

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It is envisaged that the hours required for this role will increase with time. Are you available to work increased working hours when required?

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Be Daring HO office hours are 8am – 4.30pm Mon – Fri. Are there any of BeDaring’s office hours that you are unable to work?

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Are there any periods of time / dates (other than public holidays) that you are unable to work over a year?

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What is your experience with accounts / bookkeeping including advice of any formal qualifications? Applicants should have a minimum 2yrs experience with accounts software, preferably Xero. The group has four companies and operates through a trust. This is NOT a role for applicants without high level accounts knowledge and experience. Applicants will be trained in Be Daring specific procedures, but the successful candidate will commence with high level book-keeping knowledge.

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What is your experience in preparation of wages, ATO and Super requirements?

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What is experience using MS Excel Spreadsheets?

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Do you believe that you have shown initiative in a previous role? If so, please give an example.

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What is your 5year plan?

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Why did you leave your last 2 jobs?

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Are you currently receiving any Newstart Centrelink Benefits? Are you ‘limited to’ or ‘required to’ work a minimum or maximum number of hours per week?

Are you currently receiving any Centrelink Benefits (other than Newstart?) Are you ‘limited to’ or ‘required to’ work a minimum or maximum number of hours per week?

What do you think are your strengths?

What do you think are your weaknesses?

Are you an Australian Citizen or Permanent Resident? If you are not, are you required to provide a Work Visa? If you are on a Work Visa does it have limitations and when does it expire?

Please list any possible conflict of interest should you be employed with BeDaring e.g. (a) a second job (b) operate an adult website of any kind (c) any involvement in an adult industry of any kind including party plan.

Note this does not mean that you will not be employed or is even a negative, e.g. several of our staff have 2nd jobs. It does make us aware, and if necessary, should we proceed to interview to clarify the situation.

Staff grooming is an important issue for the company. Even working in administration staff will have customer contact e.g., ‘click and collect’. Female staff are required to wear makeup on each shift. Female applicants please choose below.

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| Yes I am able to wear all necessary make-up without issue |  |
| No I am not able to wear make-up or have an issue with the wearing of makeup |  |
| I am a Male |  |

Do you need to give notice in your current job? If so when are you available to commence?

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If you are required for interview, please advise any day’s / times that you are unavailable to interview?

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Do you have any other comments? – please enter here.

Where did you find our job advertisement advertised?

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| Be Daring Website |  |
| Indeed |  |
| Jora |  |
| Seek |  |
| One of our team members |  |
| Word of mouth |  |

Please attach your resume in .doc, .docx or .pdf format and send to jb@bedaring.com.au