



Northstar Community Services District
Administrative Specialist

Applicant Name:	
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Supplemental Questionnaire (Please complete all 7 questions. Attach additional paper if necessary.)
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1. Using the 1-5 scale shown below, please evaluate your skill level in the following areas:

1 = Not at all skilled	2 = Slightly skilled	3 = Moderately skilled	4 = Very skilled	5 = Extremely skilled
	Customer Service		Microsoft Office Applications	
	Communication – Written / Oral		Mathematical Aptitude	
	Coordinating activities with multiple departments		Cash Handling	
	Program Management		Purchase Order / Check Request Processing	
	Use of Accounting / Business Software		Document Retention / Organization	

2. Why are you interested in this position?

3. Describe how your education, skills, and/or experience make you the ideal candidate.

4. Describe what it means to you to be a “team player,” then describe an experience when you worked as part of a successful team.

