**Please complete the following questionnaire.**

**Applications received without the questionnaire will not be considered.**

This questionnaire will assist Elections BC in screening for the Service Desk Support Clerk permanent position. Please answer the questions as thoroughly as possible so that we gain a clear understanding of how your qualifications relate to the position.

Your responses **MUST**:

1. be typed and no more than 200 words per question/sub question.
2. answer all questions thoroughly and in the order presented
3. be specific and include sufficient detail to clearlyindicate how you meet the experience and education requirements of this position, and
4. not be copied and pasted from your resume

Note: Relevant experience gained through paid/unpaid work will be considered.

1. **Please briefly describe your education and/or formal training related to this position.**
2. **Please describe WHEN (including duration), WHERE and HOW you obtained experience:**
	1. **Providing client services and/or program and administrative coordination services in a high volume office environment.**
	2. **Preparing and editing business documents.**
	3. **Maintaining records management systems, performing data entry and ensuring data integrity.**
	4. **Acting as a point of contact for telephone and email inquiries.**

1. **Please describe your formal experience using MS Office suite (Word, Excel, PowerPoint, and Outlook).**