

**CCI Research INC.
JOB APPLICATION FORM
Data Collection Clerk**

Please complete and return along with your resume to jobs@cci-research.com

Request Information:	Place your responses here:
Name:	
Date:	
Position applying for:	

Education:	
What is the highest level of education you have achieved?	
List any relevant degrees, diplomas, certificates, courses or credentials relevant to this position:	

Technical Experience and Skills	
Do you use Microsoft WORD?	
If so, how well do you know it? (1-10 where 1 is extremely limited knowledge and 10 is thorough knowledge)	
Do you use Microsoft EXCEL?	
If so, how well do you know it? (1-10 where 1 is extremely limited knowledge and 10 is thorough knowledge)	
Do you use Microsoft ACCESS?	
If so, how well do you know it? (1-10 where 1 is extremely limited knowledge and 10 is thorough knowledge)	
Do you use Microsoft POWERPOINT?	
If so, how well do you know it? (1-10 where 1 is extremely limited knowledge and 10 is thorough knowledge)	
Do you use FoxPro?	
If so, how well do you know it? (1-10 where 1 is extremely limited knowledge and 10 is thorough knowledge)	
Do you use other database? If so, list and indicate your level of proficiency.	

Other Skills	
How would you rate your oral communication? (ability to articulate) (1-10 where 1 is extremely weak and 10 is outstanding)	
How would you rate your written communication? (e.g. spelling, grammar) (1-10 where 1 is extremely weak and 10 is outstanding)	
Do you have any French skills?	
If so, please list the skills and your level of proficiency.	
Do you know any other languages?	
If so, list them and your level of proficiency.	

Employment:	
Are you currently employed?	
If "yes" how many hours per week?	
What is your current salary (if unemployed, your last salary)?	
What is your expected salary range for the position for which you are applying?	
Can you work additional hours during evenings and weekends if required?	
Do you have any limitations that we need to know that would affect the number of hours?	
When would you be available to start?	