

Admin Application for Wynns Family Psychology

| Applicant Information | | | | | |
|---------------------------------------------------------------------------------|-------------------------------------------------------------|---------------------------------------------------------------|------------------------------|------------------------------|-----------------------------|
| Date: | | Cell Phone: | | | |
| First Name: | | Last Name: | | | |
| Street Address: | | | | Apt/Unit: | |
| City: | | State: | | Zip: | |
| Email Address: | | | | | |
| Have you ever been convicted of a felony? | | If yes, explain: | | | |
| Experience/Education and Skills | | | | | |
| Current or most recent paid position held: | | | | | |
| Current employment status: | | Current pay expectations (be specific): | | | |
| Have you given notice that you are leaving? | | Available start date: | | | |
| What are your available hours to work? | | Are you open to working in both North Raleigh & Cary offices? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| Are there any restrictions/limitations to your schedule? | | | | | |
| Do you plan on having other employment while working at WFP? | | | | | |
| Do you speak any languages other than English? | <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes, please list: | | | |
| Are you proficient with any of the following? | | | | | |
| Google | <input type="checkbox"/> Yes | <input type="checkbox"/> No | EMR's | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Excel | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Word | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Adobe | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Apple Computers | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Other Computer skills/Software/Tech skills? | | | | | |
| How many years of experience do you have as a Receptionist? | | | | | |
| How many years of bookkeeping/billing experience do you have? | | | | | |
| What would you last (current) boss say about your best strengths? | | | | | |
| What would you last (current) boss say "needs to improve" related to your work? | | | | | |

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| Personal Information - | | |
|--------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|---------------------------------------------------|
| Why are you interested in this position? | | |
| | | |
| Explain prior experience working with kids or in mental health: | | |
| | | |
| Describe prior office administrative experiences: | | |
| | | |
| Other information that may further describe why you are a good fit for this position? Anything else we may need to know? | | |
| | | |
| Do you have your own reliable transportation? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Have you read; and do you understand the FAQ's? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Professional References – Must include a minimum of 2 Supervisors | | |
| Name | Relationship | Contact info (We require email and phone number): |
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