

Online Sales Assistant - Application Form

Personal Information:

- Full Name: _____
- Address: _____
- Phone Number: _____
- Email Address: _____

Employment Information:

- Available start date: _____

Education:

- Highest level of education completed: _____
- Institution: _____
- Year completed: _____
- Final results/grades achieved: _____

Computer Skills:

- Rate your experience with Microsoft Excel (Beginner / Intermediate / Advanced):

- Rate your experience with Microsoft Outlook (Beginner / Intermediate / Advanced):

- Other Microsoft Office programs used: _____
- Experience with website backend systems (e.g., Shopify, WooCommerce, Magento):

Yes / No

If yes, please specify:

Work Experience:

- Have you worked in online sales, order processing, or warehouse support before?

Yes / No

If yes, briefly describe your experience:

Personal Attributes:

- Describe your attention to detail and ability to manage repetitive tasks:

- How do you prioritise tasks when managing multiple orders?

References:

- Reference Name 1: _____

Relationship: _____

Contact Info: _____

- Reference Name 2 (optional): _____

Relationship: _____

Contact Info: _____