

Legal Administrative Assistant Online

ADMISSIONS QUESTIONNAIRE

Please complete this form in your own handwriting.

Name _____ Date _____

Address _____

Phone _____ E-Mail _____ Student No. _____

Program Specialty

Choice: _____

1. Are you presently employed? Yes _____ No _____

If Yes, give brief details of your duties and responsibilities:

2. Do you intend to work while you are in the program? Yes _____ No _____

If Yes, how many hours per week will you spend on the job? _____

3. What are your extra curricular interests? How much time do you devote to them?

4. Do you like routine work? Yes _____ No _____

5. Do you consider yourself self-motivated? Yes _____ No _____

6. Do you like working alone? Yes _____ No _____
7. Do you work well with other people? Yes _____ No _____
8. Have you ever taken a course in keyboarding? Yes _____ No _____
9. Have you worked with computers? Yes _____ No _____

10. What courses did you like most in high school? Why?

11. What courses did you dislike in high school? Why?

12. Do you feel that you have done the best scholastic work that you were capable of? Why do you feel this way?

13. Did you participate in a high school work experience program? Yes _____
No _____ If Yes, please give details:

14. Give details of any previous work experience you might have had. (Work for pay or volunteer.)

15. Please give any details of any office experience you might have had relating to the specialty you have applied for.

16. Why did you choose this career?

17. What are your plans when you receive your program specialty certificate?

18. What do you know about job opportunities in your choice of career?

19. How did you become aware of the program at TRU?

20. Have you applied elsewhere? _____

21. Why did you choose Thompson Rivers University?
