

THOMPSON RIVERS UNIVERSITY

Administrative Assistant Program

ADMISSIONS QUESTIONNAIRE

Please complete this form in your own handwriting.

Name _____ Date _____

Address _____

Phone _____ E-Mail _____ Student No. _____

1. Program you are applying for:

- A. Kamloops on campus Administrative Assistant (Full time)
- B. Online Administrative Assistant (Full or Part Time)
- C. Online Legal Assistant (Full or Part Time)

2. Are you planning to do your studies Full time or Part Time?

3. When would you like to start your studies?

4. Are you presently employed? Yes _____ No _____

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

5. 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? _____

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

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

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

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

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

11. Do you like working alone? Yes _____ No _____

12. Do you work well with other people? Yes _____ No _____

13. Have you ever taken a course in keyboarding? Yes _____ No _____

14. Have you taken computer courses before? Yes _____ No _____

If yes: What kind of courses?

15. Would you have access to a computer at home to do your coursework?

Yes _____ No _____

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

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

18. Do you feel that you have done the best scholastic work that you were capable of?

Why do you feel this way?

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

20. Why did you choose Thompson Rivers University?
