

**BRAINTREE DISTRICT COUNCIL
TEMPORARY REGISTER ASSESSMENT FORM**

**So that we can try to match your availability, experience and skills to a suitable vacancy,
please complete both sides of this form.**

Name:

SECTION ONE

Are you experienced in Microsoft Office?
Yes/No

Can you describe what type of documents you have worked on and produced?

What would you estimate your typing speed to be?Words
per minute.

What type of temporary work are you looking for (please circle)-
administration/accounts/typing/

call centre/receptionist/filing clerk or another type of work, please
specify.....

.....

What hours can you work? Full Time/Part Time

If part time please details what hours/days would be
suitable.....

.....

Would you be willing to work at Lakes Road, Causeway House, Halstead or Witham Area Offices. (Please circle).

Do you have your own transport
Yes/No

SECTION TWO

What would you consider your strengths and weaknesses to be?

Can you give me an example of when you have worked within a team?

How do you cope with a busy and varied workload?

How would you deal with a difficult customer?

Can you give an example of when you have worked on your own initiative, unsupervised?

Thank you for taking the time to complete this form.

Your information will be held on the Temporary Register and you will be contacted if and when a suitable vacancy arises.