



Applicant name: _____ Date: _____

Administrative Assistant Application Questions

1. In what way(s) are you a good fit for this position?
2. What would you consider the most important aspect of this position? and why?
3. Are you available to work in person at our Isanti office? YES NO
4. Do you have experience working with health insurance companies?
(verifying insurance, calling on benefits) YES NO
If so, please elaborate: