

Print Name: _____

Signature: _____

Supplemental Questionnaire

OFFICE ASSISTANT I/RECEPTIONIST

Instructions: Please respond in writing to the following questions. The supplemental questionnaires received will be reviewed by the recruiting committee to assist them in determining which candidates best match the qualifications of the available position and the needs of the Housing Authority.

1. Please describe (a) why you are interested in the Office Assistant I/Receptionist position and (b) how your background, training and experience relate to the position and your ability to perform in such a position. Please include any specific receptionist experience and computer skills you possess.

2. This position requires that the individual be fluent with Spanish. Please indicate your level of proficiency with Spanish with verbal and written communications.

Please complete and return to Human Resources, Housing Authority of the City of Santa Barbara, 808 Laguna Street, Santa Barbara, CA 93101 by **Thursday, April 12, 2018 at 5:00PM**. Thank you for your interest in employment with the Housing Authority of the City of Santa Barbara and your time spent completing this questionnaire.