



9) Office Experience: Circle that which applies. **Computer (PC), Microsoft Word  
Quicken Bookkeeping Telephone Copy Machine Fax**

10) Have you had accounting experience? Yes No

a. Are you familiar with Accounts Receivable and Accounts Payable? Yes No

11) Any experience working with children? Yes No

Where: \_\_\_\_\_

**Best day/time for interview:** \_\_\_\_\_ **Sign:** \_\_\_\_\_