

Application Form

TO COMPLETE THIS FORM, SIMPLY CIRCLE THE NUMBER CORRESPONDING TO YOUR ANSWER OR WRITE YOUR ANSWER IN THE SPACE PROVIDED

Before you begin please be aware that you must be prepared to work a minimum of three shifts per week at Sweeney Research

Name:	
Address:	
Post Code:	
Date of Application:	Date of Birth:

Tel (B.H.): ()	Male 1
Tel (A.H.): ()	Female 2
Tel (Mobile):	

Q1. Which location are you applying for? Circle code	Albert Park 1 Moorabbin 2
--	--

Q2. Which position are you applying for? <div style="border: 2px solid black; padding: 5px; margin: 10px 0;"> N.B.: Interviewers must be prepared to undertake face to face interviews when required </div>	Coding (Albert Park only) 1 Data entry (Albert Park only) 2 Telephone interviewing (Albert Park and Moorabbin) 3 Central location interviewing 4 Door to door interviewing 5 Recruiting 6 Supervision/team leading 7
---	--

Q3. Are you currently employed?	Full time 1
Circle main activity	Part time 2
	Not employed 3
	Student 4
	Retired 5

Q4a. How did you hear about Sweeney Research? (Please write in)

b. Do you know anyone at Sweeney Research? (If yes, please let us know who they are – write in below)

Q5. Do you have market research experience? (Continue) Yes 1
(Go to Q8a) No 2

Q6a. What market research experience do you have? (Please write in)

b. Which market research companies have you worked for? (Please write in)

Q7. Do you have a training declaration certificate to show you have been trained according to IQCA standards?	Yes.....	1
	No	2

Q8a. Please record you most recent employer and describe what type of work you did for them. **(Please write in)**

b. When are you available for work? (Circle all that apply)	Evening (5.00 p.m. to 8.30 p.m.)	1
	Week days (9.00 a.m. to 4.30 p.m.)	2
	Weekends (9.30 a.m. to 5.00 p.m.)	3

Q9a. Do you have any data entry experience?	(Continue)	Yes	1
	(Go to Q10)	No	2

b. What data entry experience do you have? **(Please write in)**

c. How many keystrokes per hour do you do? Per Hour
--	----------------

d. Do you have experience with Top Zero or Bottom Zero keypads?	Top zero.....	1
	Bottom zero	2

Q10a. Do you have any coding experience?	(Continue)	Yes	1
	(Go to Q11)	No	2

b. What **coding** experience have you had? **(Please write in)**

Q10c. For which company/companies have you coded? **(Please write in)**

<p>Q11. Are you interested in supervision of...</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 80%;">CATI telephone interviewing 1</td> </tr> <tr> <td></td> <td></td> <td>Hard copy telephone interviewing 2</td> </tr> <tr> <td style="text-align: center;">(Continue)</td> <td style="border-left: 1px solid black; border-right: 1px solid black; padding-left: 5px;"></td> <td>Shopping centre/central location interviewing 3</td> </tr> <tr> <td></td> <td></td> <td>Door to door interviewing 4</td> </tr> <tr> <td style="text-align: center;">(Go to Q17)</td> <td></td> <td>Not interested in supervision 2</td> </tr> </table>			CATI telephone interviewing 1			Hard copy telephone interviewing 2	(Continue)		Shopping centre/central location interviewing 3			Door to door interviewing 4	(Go to Q17)		Not interested in supervision 2
		CATI telephone interviewing 1														
		Hard copy telephone interviewing 2														
(Continue)		Shopping centre/central location interviewing 3														
		Door to door interviewing 4														
(Go to Q17)		Not interested in supervision 2														

<p>Q12. Have you had any experience as a supervisor? (Continue)</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 80%;">Yes 1</td> </tr> <tr> <td style="text-align: center;">(Go to Q17)</td> <td></td> <td>No 2</td> </tr> </table>			Yes 1	(Go to Q17)		No 2
		Yes 1					
(Go to Q17)		No 2					

Q13a. Which company/companies have you supervised for? **(Please write in)**

<p>b. Are you currently working as a supervisor? (Ask Q13c)</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 80%;">Yes 1</td> </tr> <tr> <td style="text-align: center;">(Go to Q14)</td> <td></td> <td>No 2</td> </tr> </table>			Yes 1	(Go to Q14)		No 2
		Yes 1					
(Go to Q14)		No 2					

c. With which company/companies? **(Please write in)**

<p>Q14a. How many hours supervision have you completed?</p>	<div style="border: 1px solid black; width: 100%; height: 30px; margin: 0 auto;"></div>
---	---

b. Tell me about your supervision experience.

Q15. To what extent have you been trained as a CATI supervisor – please give as much detail as possible.

Q16a. All supervisor work here is on a casual basis – evening shifts are 5.00 p.m. to 8.30 p.m., Saturday and Sunday shifts are 9.30 a.m. to 5.00 p.m. and day shift is 9.00 a.m. to 4.30 p.m. Supervisors usually start half an hour earlier and finish half an hour after the shift finishes. What shifts would you be available to supervise?
(Please circle all that apply)

Monday (day).....	01
Monday (night).....	02
Tuesday (day).....	03
Tuesday (night).....	04
Wednesday (day)	05
Wednesday (night)	06
Thursday (day)	07
Thursday (night)	08
Friday (day).....	09
Friday (night).....	10
Saturday	11
Sunday.....	12

b. How many shifts in total would you be able to supervise per week?

c. What would be the maximum number of weekend shifts that you could supervise per week?

Q17. Please supply two referees and their contact details.	
Name:	Phone No.:
Name:	Phone No.:

Q18. Are you available for immediate start?	Yes.....1
	No.....2

Thank you for completing this application. We will be in touch with you in the next couple of weeks. If you have any further queries please do not hesitate to contact me on 1800 357 739.

VICKI O'CONNELL

OFFICE USE ONLY	
Reference Check:	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Interview Date:	<input type="text" value=" / /"/>
I.D. Card Issued:	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Training Date:	<input type="text" value=" / /"/>
Starting Date:	<input type="text" value=" / /"/>
I.D. Card Number:	<input type="text"/>
Date Issued: <input type="text" value=" / /"/>	Date of Expiry: <input type="text" value=" / /"/>
Date of Termination: <input type="text" value=" / /"/>	I.D. Card Retrieved: Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Forms:	
TFN Form: <input type="checkbox"/>	Bank Details: <input type="checkbox"/>
Training Form: <input type="checkbox"/>	Conf. Agreement: <input type="checkbox"/>
Feedback Card: <input type="checkbox"/>	New Interviewer Info: <input type="checkbox"/>
3 month probation: <input type="checkbox"/>	Letter of offer: <input type="checkbox"/>