**Step 1: Applicant’s Profile**

1. Name

2. Age

3. Gender

4. Country

5. Mailing Address

6. Phone Number

7. Email

8. Skype

9. Website

10. List your top 3 skills

1.

2

3

11. Education

• High School

• Some College

• College Degree

• Post College Degree

12. What are your interests and hobbies?

13. Have you travelled?

14. As this is a home based position, your computer equipment is very important to your tasks.

Describe your home setup

Computer

• Desktop

• Laptop

List your 3 methods of Internet connection:

• Homebred landline

• Mobile Device

• Closest coworking location/Starbucks

Describe your working area at home

1. Any problem with noise?

2. Do you have a desk and sufficient work space?