



Please answer the following questions and then submit to careers@mobileassistant.us along with online tests and Application for Employment.

NAME:

CURRENT ADDRESS:

EMAIL:

PHONE:

Outline what your ideal, full-time work schedule would be:

On average, how many lines and average lines per hour (LPH) do you transcribe in a full 8-hour work day?

List some of the tools/resources that you use to ensure the quality/accuracy of your transcribed documents:

What operating system do you use (i.e., Windows 7, 8, 10)?

What version of Microsoft Office/Microsoft Word do you have?

What antivirus software do you have on your computer?

What type of foot pedal do you use?

At what level would you describe your current computer knowledge?

Referred by: