

***Azaleas Virtual Assistants – Solo Business Incubation/Training***  
**APPLICATION FORM**

You are applying for a full-time four month training period, including half day internship as a Virtual Assistant. The training is how-to start, operate, maintain and promote a one-person, or Solo-business. At the end of four months you should have your own business up and running, which you take with you when you graduate.

The main categories of skills are; computer, Internet, writing/desktop, business building, and administration. Writing and business building especially need some evidence of experience or potential. This application seeks to determine your potential. Lack of knowledge in computers and the internet can be out-balanced by maturity and work skills. If you don't understand the question, leave it blank. Please print legibly.

**PERSONAL DATA:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Town/city: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Other contact methods: \_\_\_\_\_  
Are you free to commit immediately to 9-5 each day from Monday – Friday? \_\_\_\_\_

**EXPERIENCE & SKILLS:**

**Computers Generally**

Do you own or use a computer now? \_\_\_\_\_  
What kind of computer? (describe as you know it) \_\_\_\_\_  
Are you able to set up and make changes to the computer yourself? Examples? \_\_\_\_\_  
\_\_\_\_\_  
Have you ever installed an operating system yourself? \_\_\_\_ If so, which one? \_\_\_\_\_  
What is the extent of your trouble-shooting skill? Who do you turn to in a crisis? \_\_\_\_\_  
\_\_\_\_\_

**Internet Skills**

Do you know how to surf the net? \_\_\_\_ Do you know how to send and receive an email? \_\_\_\_  
What email programs have you used? \_\_\_\_\_  
What search engines have you used? \_\_\_\_\_  
What kind of things have you researched? \_\_\_\_\_  
\_\_\_\_\_  
Do you ever shop online? \_\_\_\_ What kind of purchases? \_\_\_\_\_  
Have you ever joined a money-making program? \_\_\_\_ If so, which ones? \_\_\_\_\_  
\_\_\_\_\_  
Have you ever created a web page or web site? \_\_\_\_ If so, give more details \_\_\_\_\_  
\_\_\_\_\_  
Have you ever placed ads online? \_\_\_\_ If so, where? \_\_\_\_\_

**Writing/Desktop Skills**

Running a web business involves a lot of writing. The main ones could be blogs, letters, articles, press releases, ads, web site content, e-books, and info-products. Are you able to express yourself clearly when writing? \_\_\_\_\_ How is your spelling and grammar? \_\_\_\_\_ What things do you already have experience/skill in writing? \_\_\_\_\_

Can you proof-read? \_\_\_\_\_ Edit your own writing? \_\_\_\_\_ Format documents like essays, manuscripts, business letters, and articles? \_\_\_\_\_ Do you write your own resumes? \_\_\_\_\_ What, in your opinion, is an example of business writing? \_\_\_\_\_ Have you ever written ad-copy or sales letters before? \_\_\_\_\_ Share your experience and attitude towards writing professionally: \_\_\_\_\_

**Business-building Skills**

Have you ever started a business? \_\_\_\_ If so, give a few basic details: \_\_\_\_\_

Do you have an idea for a business? \_\_\_\_ Describe it briefly: \_\_\_\_\_

Have you ever gone through the legal steps to form a business? \_\_\_\_\_ If so, when? \_\_\_\_\_ If you started a business, how did you brainstorm and research it? \_\_\_\_\_

Did you have a website for your business? \_\_\_\_\_ If so, what was/is it called? \_\_\_\_\_

What products would you like to sell? \_\_\_\_\_ On the Internet the most popular product is information or blocks of knowledge. On what topics would you know enough to write a book or website? \_\_\_\_\_

Have you ever done bookkeeping for a business? \_\_\_\_\_ If so, which one? \_\_\_\_\_ What is your experience with advertising? \_\_\_\_\_

**Administration/Management Skills**

Operating and managing a business means making a plan and seeing that it is followed. It means seeing the big picture as well as the details. This includes disciplining your own time/actions and that of others. Family, church, and volunteer work can train a person, even though you never got paid for it. In what ways have you learned good management skills? \_\_\_\_\_

**EMPLOYMENT & EDUCATION HISTORY:**

If you have not prepared a resume, please list your employment history here, and then your education levels achieved. Include a time period reference, the name of the employer, or educational institute, and your role there, or how much education you gained there.

This page is not formatted to give you opportunity to show what you know about arranging an outline. Use the reverse side of this sheet if you need it.