Liquor Store Manager
Supplemental Questionnaire

The information on the employment application along with your responses to the below supplemental questions will be used to determine whether you meet the minimum and/or preferred qualifications for the liquor store manager position. Detailed responses must be provided for each question to ensure qualifications are properly considered; do not refer to a résumé or other application material in lieu of completing the supplemental questions. Attach additional pages if more space is needed.

1. Indicate the highest level of education you have completed.
   - ☐ Some high school coursework completed
   - ☐ High school diploma or GED
   - ☐ Some college coursework completed
   - ☐ Associate's degree
   - ☐ Bachelor's degree
   - ☐ Master's degree
   - ☐ Doctorate degree

2. If you have a post-secondary degree, indicate your major area(s) of coursework.

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3. How much retail experience do you have?
   - ☐ None
   - ☐ Less than one year
   - ☐ One year to less than three years
   - ☐ Three years to less than five years
   - ☐ Five years or more (if more, please specify: _____ years)

4. Summarize your retail experience.

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5. Do you have experience in administrative work?
   ☐ Yes (please specify: _____ years)
   ☐ No

6. Summarize your administrative experience.

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7. Do you have bookkeeping experience?
   ☐ Yes (please specify: _____ years)
   ☐ No

8. Summarize your bookkeeping experience.

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9. Do you have knowledge of computerized cash register systems?
   ☐ Yes
   ☐ No

10. Describe your experience with computerized cash register systems.

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11. Do you have experience in liquor retail sales?
   ☐ Yes (please specify: _____ years)
   ☐ No

12. Summarize your liquor retail sales experience, highlighting the roles you have held, duties you are/were responsible for performing, and any significant projects with which you have been involved.

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13. Do you have a valid driver's license or, if not, are you willing/able to obtain it?
    - ☐ Yes
    - ☐ No

14. The ability to pass a criminal background check and financial credit check are conditions of employment for this position. Do you understand that you will be subject to such checks as part of the employment offer process?
    - ☐ Yes
    - ☐ No

15. Are you able to perform the essential functions of the position with or without reasonable accommodation?
    - ☐ Yes
    - ☐ No

Name: _____

Signature: _____ Date: _____