



TopVA Job Application Form

DOWNLOAD THE PDF in your device then please answer completely and truthfully. Send updated resume to hello@topva.co

Please note that this form serves simply to learn what you are capable of. So even if you are not an expert at many things, as long as you are willing to learn, you will be considered for the position.

Minimum Requirements:

- Bachelor's degree
3+ years of experience in a related capacity

Preferred Qualities *

No Experience	Some Experience	Moderate Skill	Good Skill	Expert Skill
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Excellent Communication Skills (Written and Spoken English)

Time Management

Ability to Learn Quickly

Extreme Attention to detail

Organization Skills

Ability to work independently with limited oversight

Reliability

Initiative & Dedication

Administrative *

No Experience Some Experience Moderate Skill Good Skill Expert Skill

Calendar Management

Email Management

Social Media Coordination

Article Writing

Research, Documentation & Presentation

Microsoft Office

Advanced MS Excel

Web Design, Development, Programming *

No Experience Some Experience Moderate Skill Good Skill Expert Skill

WIX

Shopify/e-Commerce

PHP, CSS, HTML

Wordpress

MySQL

MERN Stack

IOS

Android

Oracle

Ajax

JQuery

Media *

No Experience Some Experience Moderate Skill Good Skill Expert Skill

YouTube

Adobe Photoshop

Adobe Premier Pro

Other Adobe Products

General Photo Editing

General Video Editing

General Sound Editing

Graphic Design

Animation

Sales, Advertising & Marketing *

No Experience Some Experience Moderate Skill Good Skill Expert Skill

Facebook Advertising

Social Media Marketing

Video Marketing

Affiliate Marketing

SEO

Link Building

Google Ads

Blogging

Email marketing platforms such as Constant Contact, Infusionsoft,

Active Campaign, Hubspot or Pardot

Questions *

Yes No

Will you be able to work during US or European Hours?

Are you okay with a flexible schedule?

Will you be able to respond to requests within an hour?

Do you have another job?

Are you a fast learner?

Are you willing to do research and even ask me questions when you don't understand something?

Do you have your own laptop and smartphone with broadband access to the Internet?

Where Do You Live *

Answer

Country

City

How are the Power Outages Where You Live *

What is Your Internet Connection Speed *

Do you have a back-up internet connection? *

What Kind of Computer/Laptop Do You Own *

Do you have a back-up Computer/ Laptop? What model? *

Questions you have for us *

Provide Link to your Examples of Work (URL)

Description (role you played in the creation)

Full Name *

Phone Number

Area Code Phone Number

Address

Street Address

Street Address Line 2

City State / Province

Postal / Zip Code

E-mail *

example@example.com

Highest Educational Attainment (i.e. B.S. Management)

Phone Number

Area Code Phone Number

URL of Online Profile (LinkedIn, etc) *