



**APPLICATION QUESTIONNAIRE**

Name : \_\_\_\_\_

Position Applied for : \_\_\_\_\_

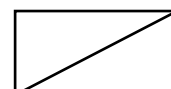
We will also ask you to complete a behavioral questionnaire. Don't worry, there are no right or wrong answers. The results tell us a bit about you and what your strengths are and this will help us form a decision about your application. There will also be some situational questions that ask you to tell us what you would do in certain situations. Please answer honestly; it is often recommended to go with your gut instinct when completing these questions, to give a true representation of your strengths and capabilities. We would ask you do not share your application answers with anyone else.

**Section A:** Rate from 1 - 5:

1 - Fully Disagree    2 - Partially Disagree    3 - Neutral    4 - Partially Agree    5 - Fully Agree

No.	Questions	Rating
1	I prefer to use solutions that have worked in the past.	1 - 2 - 3 - 4 - 5
2	It is best not to be too organized if you want to get the job done.	1 - 2 - 3 - 4 - 5
3	My personal effectiveness is increased if I have lots of procedures and rules to guide me.	1 - 2 - 3 - 4 - 5
4	I expect guidance from a manager when faced with a problem.	1 - 2 - 3 - 4 - 5
5	My performance tends to get worse if I am placed under pressure.	1 - 2 - 3 - 4 - 5
6	I can put my hand to anything if I try.	1 - 2 - 3 - 4 - 5
7	I prefer to take a flexible approach to my work not bothering with timetables and diaries.	1 - 2 - 3 - 4 - 5
8	I like to be in charge of others.	1 - 2 - 3 - 4 - 5
9	I notice when people are unhappy or depressed without them telling me.	1 - 2 - 3 - 4 - 5
10	I am happy to accept responsibility for fixing problems that were not my fault.	1 - 2 - 3 - 4 - 5
11	I enjoy working with a diverse group of people.	1 - 2 - 3 - 4 - 5
12	I am always looking for challenges.	1 - 2 - 3 - 4 - 5
13	I enjoy meeting strangers.	1 - 2 - 3 - 4 - 5
14	I prefer to work without guidance from others.	1 - 2 - 3 - 4 - 5
15	I hope that people see me as someone they can turn to for help.	1 - 2 - 3 - 4 - 5

**Total Marks**



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**Section B**

In this section, we are not looking for an elaborate or a perfect answer, please keep answers as concise and straight to the point and please do not spend too much time on attempting the questions. Most questions can be answered in 30 words and none should be more than 100 words.

- a) Please briefly describe yourself and your family.
- b) Briefly describe your leisure interests.
- c) How would you describe your circle of friend?
- d) What are your two favorite subjects in SPM / GCSE?
- e) Briefly describe your objective of putting in an application to us.
- f) If your teammate is slowing your project’s progress, how would you resolve this issue?
- g) If you noticed that a colleague is unfairly treated by your superior, how would you have handled the situation?
- h) Why are you applying to a company based in Melaka? (if applicable)
- i) What would be your response if you were asked to do a task which is completely irrelevant to your assigned job scope?
- j) What are your Strengths?
- k) What are your Weaknesses?

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Checked by	<b>SIGNED</b> (Assistant Human Resource Manager)	Approved by	<b>SIGNED</b> (Quality Assurance Manager)
Date:	01/12/14	Date:	01/12/14