**Information Questionnaire**

**Personal Information**

* Full Name:
* Contact Number:
* Email Address:
* Current Location:
* Willingness to Relocate: (Yes/No)
* Preferred Locations for Relocation:

**Professional Background**

Current Employer (if applicable):

* Current Job Title:
* Brief Description of Current Responsibilities:
* Years of Professional Experience:
* Industry Specialization (if any):
* Previous Employers (Last 3 Positions):
* Key Achievements in Previous Roles:

**Career Objectives and Preferences**

Short-Term Career Goals (Next 1-2 Years):

* Long-Term Career Goals (5+ Years):
* Preferred Industry/Industries:
* Desired Job Title/Role:
* Preferred Company Size (e.g., startup, SME, large corporation):
* Preferred Work Environment (e.g., team-oriented, independent, flexible, remote):

**Skills and Qualifications**

List Key Professional Skills:

* Any Additional Certifications or Qualifications:
* Proficiency in Languages (other than English):
* Technical Skills (if applicable):

**Availability and Other Considerations**

Notice Period for Current Role (if applicable):

* Availability to Start New Position:
* Work Authorization Status (if applicable):
* Any Additional Comments or Considerations:

**References**

Reference 1: [Name, Relationship, Contact Information]

Reference 2: [Name, Relationship, Contact Information]

**Additional Information**

**Work Style and Ethic**

How do you prioritize and manage your workload when faced with multiple deadlines?

Can you provide an example of a significant challenge you faced at work and how you overcame it?

**Teamwork and Collaboration**

Describe an experience where you had to work closely with a team. How did you contribute to the team's success?

How do you handle conflicts or disagreements with colleagues or supervisors?

**Adaptability and Problem-Solving**

Describe a situation where you had to adapt to significant changes at work. How did you handle it?

Provide an example of a complex problem you solved. What approach did you take?

**Leadership and Management Skills (if applicable)**

Have you led a team or a project before? What was your approach to leadership and team management?

How do you motivate team members, especially under tight deadlines or high-stress situations?

**Career Aspirations and Development**

What are your professional development goals for the next few years?

How do you stay updated with the latest trends and developments in your field?

**Skills and Application in Practice**

Please list the key skills you possess. For each skill, provide a specific example or project where you effectively utilized this skill. Describe the context, your role, and the outcome.

**Work-Life Balance and Personal Interests**

How do you maintain a healthy work-life balance?

Do you have any hobbies or interests outside of work that you are passionate about?

Are you willing to travel?

**Feedback and Self-Assessment**

How do you handle receiving constructive criticism?

Can you describe a time when you had to ask for help on a project or task?