**Employment Questionnaire**

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| * Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email address\_\_\_\_\_\_\_\_\_\_\_\_\_ Skype\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone\_\_\_\_\_\_\_\_\_\_\_\_ * The link to your assessment spreadsheet \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Will you ever disappear in the middle of Skype conversation?\_\_\_\_\_\_\_\_\_\_ * Do you have any medical conditions, are you pregnant? \_\_\_\_\_\_\_\_\_\_ * Do you have to take care of family members, do anyone in your family have serious medical conditions that will need your time? \_\_\_\_\_\_\_\_\_\_ * Do you live in a location at which your internet and/or electricity goes down often? \_\_\_\_\_\_\_\_\_\_ * If the internet or electricity went down would you be able to go to a friend's/family member/coffee shop at any point of the day/night? \_\_\_\_\_\_\_\_\_\_ * Do you have any restrictions with your internet regarding the amount of bandwidth you can use to upload or download? \_\_\_\_\_\_\_\_\_\_ * During special projects will you be able to work during USA time? \_\_\_\_\_\_\_\_\_\_ * Are you willing to start with the entry level projects and work your way up to the more advanced projects? \_\_\_\_\_\_\_\_\_\_ * When hired will you stop pursuing other jobs? \_\_\_\_\_\_\_\_\_\_ * Do you agree to train a new VA to do one of your current projects prior to advancing to a new project? \_\_\_\_\_\_\_\_\_\_ * If you have to leave this job will you train a replacement before leaving? \_\_\_\_\_\_\_\_\_\_ * Do you have another job? \_\_\_\_\_\_\_\_\_\_ * How many hours can you devote to this job? \_\_\_\_\_\_\_\_\_\_ * Can you do one particular task all day long? \_\_\_\_\_\_\_\_\_\_ * Where are you located in the Philippines? \_\_\_\_\_\_\_\_\_\_ * Are you responding to all my questions yourself or having someone help you? \_\_\_\_\_\_\_\_\_\_ |
| **CRITICAL ANSWERS! THE ABSOLUTE MOST IMPORTANT 3 QUESTIONS (THESE ARE A REQUIREMENT)** |
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| 1. Do you comply with sending us a daily email consisting of 1. what you did today. 2. What kind of problems did you ran into. 3. Anything that we can do to help? If you cannot do this please do not continue with the job processing. This is absolutely critical. \_\_\_\_\_\_\_\_\_\_   Our group has now hired over 5,000 virtual workers, and helped applicants secure lucrative careers. We have also seen many applicants that were all about excuses. We understand having to leave for a trip or even a family emergency, but we do know that these things are rare. If an unexpected trip or emergency come up once during the month "no problem at all". We are here to support you. If it happens 2 times we will need a doctor's note with letter head and phone number or the ticket stubs for a plane ticket. If the reason for leave cannot be verified we can no longer employ you in the group. \_\_\_\_\_\_\_\_\_\_.  **THE MOST IMPORTANT QUESTION: EMPLOYEES THAT DISAPPEAR WILL BE TERMINATED AND WILL NEVER HAVE A CHANCE TO WORK WITH US AGAIN. I PROMISE THAT I WILL NOT DISAPPEAR** \_\_\_\_\_\_\_\_\_\_. If you have any problems (any at all) do not be embarrassed to come to us rather than becoming a ghost. We are very understanding and we will help with the problem.  **Your signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ The date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |