



TEXAS CHICKEN (M) SDN BHD
INTERVIEWER FORM - INTERNSHIP

Applicant Name: _____
 Store Name : _____
 Date : _____

1. P = PREPARE

- Greet & Welcome the candidates
- Read through application form minimum requirement:
 - Nationality : Malaysian / Permanent Resident/ None Malaysian
 - Type of Employment (Full Time / Part Time)
 - Minimum 18 years old (Full Time) ; Minimum 17 years old (Part Time)
 - Review availability from the job application form
- Documents to be submitted

Application Form	Employment consent form (applicants age between 17- 18 years old)
Photocopy I/C	Typhoid copy
Two copies of passport size photo	Proof of Covid-19 vaccination (if vaccinated)
Bank Statement	Related certificates

2. I = INTERVIEW TO SCREEN

Evaluation Scoring	1 points	2 points	3 points	
Competencies	Below Expectation	Meet Expectation	Above Expectation	
Appearance & Grooming e.g. Well groomed/ Neat/ Tidy				Interviewer's Observations (if any, please tick) <input type="checkbox"/> Friendliness <input type="checkbox"/> High Energy Hiring Decision (please tick & circle) <input type="checkbox"/> Hired (Part Time Crew/ Full Time Crew) <input type="checkbox"/> Reject (Minimum score to hire = 7 points)
Attitude & Behaviour e.g. Speak politely/ punctual to attend interview/ Responsive				
Communication e.g. Speak clearly/ Confident/ Able to think logically				
Job Knowledge e.g. F&B / Retail experience/ Relevant experience/ Cashier				
Overall Feedback :				
			Total	Interviewer's _____ Signature _____

3. N = NOTIFY THE GENERAL TERMS & CONDITIONS

- WORKING HOURS - ON SHIFT BASIS**
 Part Time : Shall not exceed in total of 32 hours in a week (6 days). The working week in this respect commences on a Monday and end on a Sunday ("working week").
 Full Time : Shall not exceed in total of 48 hours in a week (6 days). The working week in this respect commences on a Monday and end on a Sunday ("working week").
- OVERTIME**
 If you are required to work longer than eight (8) hours on your work day, overtime will be paid to you for each subsequent hour calculated at the rate of 1.5 times
- STATUTORY DEDUCTIONS**
 The company will make contributions to EPF, SOCSO, EIS and income tax deduction in accordance with statutory requirements.
- PUBLIC HOLIDAYS**
 Part Time : You are entitled to eight (8) paid public holidays in one (1) calendar year, five (5) of which shall be:
 Full Time : You are entitled to eleven (11) paid public holidays in one (1) calendar year, five (5) of which shall be:

a) National Day	d) Labour Day
b) Birthday of Yang di-Pertuan Agon	e) Malaysia Day

 c) Birthday of Yang di-Pertua Negeri of the state in which you are performing your services for the Company or the Federal Territory Day.
 You will be notified of the remaining public holidays which shall be determined at the sole discretion of the Company.
- BUSINESS ETHICS**
 You are required to serve the Company efficiency and preserve the highest standards of honesty, integrity, impartiality and objectivity when discharging duties for the Company. Any misconduct committed by you in the course of your employment shall be ground for immediate termination of this contract.
- TERMINATION**
 Part Time : Either party may terminate this contract by giving the other party **One** week's notice in writing or **One** week's salary in lieu thereof. (1 day notice = 5.5 hours)
 Full Time : During probation either party may terminate this contract by giving the other party **Two** weeks' notice in writing or **Two** weeks salary in lieu thereof.
 Upon confirmation, either party may terminate this contract by giving the other party **One** month's notice in writing or **One** month's salary in lieu thereof.
- GROOMING STANDARD**
 Attire : White Collar T-Shirt, Only Slack pant in black, Black Belt, Black, Socks, Black Safety Shoes,
 Male : Not allowed to colour hair/ Short hair cut/ Not allowed to keep mustache & beard.
 Female : Not allowed to colour hair / Must bun hair, if not wearing "Tudung", only black plain "Tudung" is allowed.
 Others: Not allowed to wear accessories i.e. Ring, Earing Rings, Nose stud, Watches / Hand sock only black or skin colour/ Short finger nails & clean
- APPOINTMENT AND OTHER TERMS & CONDITIONS**
 All appointment are subject to compliance with the conditions of Malaysia Employment Acts, Company Policies, ether expressed or implied, which are subject to revision from time-to-time.

I hereby declare that I have read, understood and agree with the terms and conditions as stated above.
 Applicant's Name: _____ Singature : _____
 NRIC: _____ Date : _____