# APPLICATION FOR EMPLOYMENT FORM

|  |
| --- |
| INSTRUCTIONS  1. This form has been designed to provide us with the basic information for easy processing of your application for employment with us. It also serves as our personal record should you be employed. 2. All relevant parts of this application form must be completed. 3. If space in this application is insufficient, please attach an addendum. 4. The company reserves the right to terminate the employment of the applicant if any of the particulars supplied by the applicant in this application form is found to be untrue after engagement. |

|  |
| --- |
| Post Applied for : |

## I. PERSONAL PARTICULARS

|  |  |  |
| --- | --- | --- |
| Name (as in NRIC, please underline surname) : | | |
| Name in Chinese characters (if applicable) : | | |
| Malaysian : Yes / No | Malaysia IC : Yes / No | NRIC / Passport No : |
| Date Of Birth\* : | Sex\* : Male / Female | Marital Status\* : Single/Married/Divorced/Widowed |
| Religion\* : | Race\* : | |
| Address & Contact  Address :  Postal ( )  Telephone No : (Home) (Office) (Mobile)  E-mail Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

\* Required for administrative purposes only.

## II. CONTACT PERSON / next-of-kin – In case of emergency

|  |  |
| --- | --- |
| Name : | Relationship : |
| Telephone No : (Home) (Mobile) | |

## III. Computer Literacy & OTHER skills

## Please indicate the software you are competent in:

|  |  |
| --- | --- |
|  |  |
|  |  |

## IV. educationAL profile – Indicate all academic achievements (The 3 highest)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Qualification | Institution / Country | Year Commenced | Year Completed | Part-time / Full Time |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## V. Employment History– Start with your latest or present company

## NB: It is the policy of this Company to carry out reference checks with previous companies but only after an applicant has commenced employment.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| From (mm/yy) | To (mm/yy) | Company / Country | Position | Monthly Basic Salary | Allowances(if any) | Bonus  (mths) | Reasons For Leaving |
| / | / |  |  |  |  |  |  |
| / | / |  |  |  |  |  |  |
| / | / |  |  |  |  |  |  |
| / | / |  |  |  |  |  |  |

## VI. language profile

## Please circle Good (G), Fair (F) or Poor (P)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Language | Spoken | Written | Language | Spoken | Written |
| English | G / F / P | G / F / P | Malay | G / F / P | G / F / P |
| Chinese | G / F / P | G / F / P |  |  |  |

## VII. Additional Information (CIRCLE YOUR ANSWER FOR q3 – q10)

|  |  |
| --- | --- |
| 1. What is your expected salary? (RM) |  |
| 1. What length of notice is required by your current employer? |  |
| 1. Have you been or are you suffering from any disease / illness / major medical condition / mental disorder or physical impairment? | Yes/ No |
| 1. Are you currently pregnant or intended to be pregnant in the next 6 months? | Yes/ No |
| 1. Have you been discharged or dismissed from the service of your previous employers? | Yes/ No |
| 1. Have you been convicted in a court of law in any country? | Yes/ No |
| 1. Have you ever been served with a garnishee order or a writ of seizure and sale or been declared a bankrupt? | Yes/ No |
| 1. Are you aware if any bankruptcy proceedings have been commenced against you and which have not been discharged or satisfied? | Yes/ No |
| If your answer to any of the above is yes, please give details in the space provided.  (If space is insufficient, please continue on an attachment.) | |

## VIII. Declaration

|  |
| --- |
| I declare that all information given herein are true and correct. I understand that a misrepresentation or omission of facts will be sufficient cause for cancellation of consideration for employment or dismissal from the Company’s service if I have been employed.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature / Date |