

Company name: _____

EMPLOYMENT APPLICATION FORM

Position applied : _____

Earliest available date: _____

Remuneration Expected _____

How did you find us? _____

(1.0) PERSONAL INFORMATION

Full name _____
Address _____

Tel (Mobile) _____
(Home) _____

Date of Birth _____
Place of Birth _____
NRIC _____
Race _____
Religion _____
Email _____

Marital status _____
Gender _____
Age _____
Nationality _____
Passport No. _____
Transport to work _____

Attach a recent photograph
of yourself here.

(2.0) HEALTH

Any serious illness? [Y / N]

If yes, please state:

Eyesight:

- Normal
 Short-sighted
 Long-sighted

(3.0) FAMILY INFORMATION

Name	Age	Relation	Employer	Occupation

(4.0) EDUCATION

School/College/University	Qualifications/Certifications	Year Graduated	
		From	To

Please circle the appropriate.

Skill Possess (eg: IT Skill, Typing Skill, etc..)	Ranking				
	Basic	Intermediate	Advanced		
	1 . 2 . 3 . 4 . 5				
	1 . 2 . 3 . 4 . 5				
	1 . 2 . 3 . 4 . 5				

Other Training

Type of course	Institution	Qualifications	Year

(5.0) LANGUAGES & DIALECTS*Please tick the appropriate.*

Languages	Speak			Read & Write		
	Slight	Fair	Fluent	Slight	Fair	Fluent
1. English						
2. Bahasa Malaysia						
3. Chinese						
4. Tamil						
5. Others, please specify: _____						

(6.0) LEISURE INTERESTS

(7.0) REFERENCES

List two references below. Relatives should not be included.

Name	Telephone	Relationship	Occupation

Have you ever been convicted of a criminal offence?

 No Yes

Please state nature: _____

(8.0) EMPLOYMENT HISTORY

Start with your present (or most recent) employment.

Name of Company	_____	Type of Business	_____
Address	_____	Telephone	_____
Position held	_____	Joint Date _____ To _____	
Name of Immediate Superior	_____		
Starting salary	_____	Last Drawn Salary	_____
Reasons for leaving	_____		

(8.1) EMPLOYMENT HISTORY

Name of Company	_____	Type of Business	_____
Address	_____	Telephone	_____
Position held	_____	Joint Date _____ To _____	
Starting salary	_____	Last Drawn Salary	_____
Reasons for leaving	_____		

(8.2) EMPLOYMENT HISTORY

Name of Company	_____	Type of Business	_____
Address	_____	Telephone	_____
Position held	_____	Joint Date _____ To _____	
Starting salary	_____	Last Drawn Salary	_____
Reasons for leaving	_____		

(9.0) DECLARATION

I declare that the information provided above is true and complete in all aspects. I understand that any misrepresentation or omission of information may be considered sufficient for withdrawal of an offer or subsequent dismissal from employment. I also provide consent for former employers to be contacted regarding work records.

Applicant's signature

Date

FOR OFFICE USE ONLY

Interviewed By : _____

Salary proposed : _____

Status : Successful / K.I.V / Reject

Working Hour : Office / Factory

Documents collection:

Commencement Date : _____

NRIC

Certificates

Others, please specify:

FOR HR USE ONLY

Date received : _____

Verified By : _____
Name:

Approved By: _____
Name: