



APPLICATION FOR EMPLOYMENT

POSITION APPLIED FOR

PERSONAL INFORMATION

SURNAME		OTHER NAME					
PRESENT ADDRESS							
TELEPHONE	NATIONALITY	I/C NO:					
DATE OF BIRTH:	AGE:	RACE			HEIGHT:	cm	
					WEIGHT:	kg	
SEX:	MARITAL STATUS:	RELIGION:					
SPOUSE NAME:	OCCUPATION:	OFFICE TEL:		HOUSE TEL:			
		NO. OF CHILDREN					
CIDB REGISTRATION NO:			CIDB REGISTRATION EXPIRY DATE:				
DO YOU HAVE ANY RELATIVES CURRENTLY EMPLOYED BY THIS COMPANY? IF 'YES', PLEASE STATE NAME/S							
HAVE YOU EVER BEEN CONVICTED, AND/OR CURRENTLY INVOLVED IN ANY PROCEEDINGS IN A COURT OF LAW? IF 'YES', PROVIDE DETAILS							
DO YOU HAVE ANY PHYSICAL LIMITATIONS, HANDICAPS OR HEALTH PROBLEMS? IF 'YES', PLEASE EXPLAIN.							
FEMALE APPLICANT ONLY - ARE YOU CURRENTLY PREGNANT? IF YES, INDICATE STAGE OF PREGNANCY.							
LANGUAGE & DIALECTS	SPOKEN			WRITTEN			SALARY DESIRED
	GOOD	FAIR	POOR	GOOD	FAIR	POOR	
1. BAHASA MALAYSIA							DATE AVAILABLE FOR EMPLOYMENT
2. ENGLISH							
3.							
4.							
5.							

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EDUCATION BACKGROUND

NAMES OF SCHOOLS / INSTITUTIONS ATTENDED	LOCATION	DATES ATTENDED		HIGHEST STANDARD ATTAINED
		FROM	TO	
1.				
2.				
3.				
4.				

SPECIAL TRAINING, COURSES, SEMINARS, ATTENDED WHICH ARE RELATED TO THE POSITION YOU ARE SEEKING

LIST MEMBERSHIP IN PROFESSIONAL SOCIETIES, ORGANIZATIONS OR ASSOCIATIONS

CAREER RECORD

BEGINNING WITH THE MOST RECENT JOB, LIST ALL JOBS YOU HAVE HELD, INCLUDING A SUMMARY OF DUTIES, IF YOU HAVE A RESUME PLEASE ATTACH TO APPLICATION

NAME OF EMPLOYER			TYPE OF BUSINESS	
ADDRESS				TELEPHONE
DATE EMPLOYED FROM	TO	STARTING POSITION	CURRENT POSITION	INITIAL SALARY RM
NAME OF SUPERIOR		MAY WE CONTACT HIM / HER?		FINAL SALARY RM
REASON/S FOR LEAVING				
BRIEF DESCRIPTION OF DUTIES				
NAME OF EMPLOYER			TYPE OF BUSINESS	
ADDRESS				TELEPHONE
DATE EMPLOYED FROM	TO	STARTING POSITION	CURRENT POSITION	INITIAL SALARY RM
NAME OF SUPERIOR		MAY WE CONTACT HIM / HER?		FINAL SALARY RM
REASON/S FOR LEAVING				
BRIEF DESCRIPTION OF DUTIES				

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CAREER RECORD

NAME OF EMPLOYER		TYPE OF BUSINESS	
ADDRESS			TELEPHONE
DATE EMPLOYED FROM TO	STARTING POSITION	CURRENT POSITION	INITIAL SALARY RM
NAME OF SUPERIOR		MAY WE CONTACT HIM / HER?	FINAL SALARY RM
REASON/S FOR LEAVING			
BRIEF DESCRIPTION OF DUTIES			
NAME OF EMPLOYER		TYPE OF BUSINESS	
ADDRESS			TELEPHONE
DATE EMPLOYED FROM TO	STARTING POSITION	CURRENT POSITION	INITIAL SALARY RM
NAME OF SUPERIOR		MAY WE CONTACT HIM / HER?	FINAL SALARY RM
REASON/S FOR LEAVING			
BRIEF DESCRIPTION OF DUTIES			
NAME OF EMPLOYER		TYPE OF BUSINESS	
ADDRESS			TELEPHONE
DATE EMPLOYED FROM TO	STARTING POSITION	CURRENT POSITION	INITIAL SALARY RM
NAME OF SUPERIOR		MAY WE CONTACT HIM / HER?	FINAL SALARY RM
REASON/S FOR LEAVING			
BRIEF DESCRIPTION OF DUTIES			
FILL IN & EXPLAIN PERIODS OF UNEMPLOYMENT OR PERIOD NOT ACCOUNTED FOR ABOVE			

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REFERENCE

CHARACTER REFERENCE EXCLUDING RELATIVES

NAME	ADDRESS	
DESIGNATION / POSITION		TELEPHONE
NAME	ADDRESS	
DESIGNATION / POSITION		TELEPHONE

OTHER RELEVANT INFORMATION TO ASSIST IN SELECTION

HAVE YOU EVER REFERRED ANY EMPLOYMENT RELATED MATTER TO EITHER THE LABOUR AND/OR INDUSTRIAL RELATIONS DEPARTMENT FOR SETTLEMENT OR CONCILIATION. (IF YES, PLEASE PROVIDE A BRIEF DESCRIPTION AS TO THE NATURE & SUBJECT-MATTER OF THE CLAIM OR DISPUTE)

DECLARATION: I hereby declare that the information given by me in this application for employment are to the best of my knowledge and belief, true and correct. I understand that if and at any time after I have been employed, it is found that false declaration, incorrect or incomplete information has been furnished in any part of this application for employment, this company reserve the right to terminate my services forthwith without notice or compensation. I further authorize investigation of all statements contained in this application for employment.

SIGNATURE

DATE