 **JOB APPLICATION FORM**

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| Position Applied For: |  | Current Salary: |  |
| Interview Date: |  | Expected Salary: |  |
| Possible Date of Commencement: | |  | |
| Notice Period Required to Present Employer: | |  | |

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| 1. **PERSONAL DETAILS** |

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| **Full Name:** |  | | |
| **NRIC No:** |  | **Date of Birth:** |  |
| **Age:** |  | **Sex:** |  |
| **Race:** |  | **Religion:** |  |
| **Nationality:** |  | **Hometown:** |  |
| **Contact No (M):** |  | **Marital Status:** |  |
| **Correspondence Address:** |  | | |
| **Permanent Address:** |  | | |
| **Email:** |  | | |

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| 1. **FAMILY DETAILS** (List down below father, mother, brothers, sisters, spouse(s) and children) |

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| **Name** | **Relation** | **Age** | **Occupation** | **Employer** |
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| 1. **EDUCATION DETAILS** |

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| **Name of School / College / University** | **Year Attended** | **Graduation Date** | **Qualification** |
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| 1. **EMPLOYMENT HISTORY** |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Company Name** | **Employer Contact No.** | **Job Title** | **Period** | | **Basic Salary** | | **Reasons for Leaving** |
| **From** | **To** | **Starting** | **Last Drawn** |
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| May we contact your previous supervisor for a reference? | | | YES | NO | If no, please state reason: | | |

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| 1. **COURSES OR TRAINING ANTTENDED AND INSTITUTIONAL MEMBERSHIP** |

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| **Course / Training Attended** | **Duration** | **Training Provider / Organization** | **Office Remark** |
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| 1. **LINGUISTIC ABILITIES & SKILLS ACQUIRED** |

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| **Language/ Dialect** | **Spoken** | **Written** | **Type of Computer Software / Shorthand Skill etc.** | **Beginner** | **Intermediate** | **Advance** |
| **Bahasa Melayu** |  |  | **Microsoft Words** |  |  |  |
| **English** |  |  | **Microsoft Excel** |  |  |  |
| **Mandarin** |  |  | **Microsoft Excess** |  |  |  |
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\**Please tick (√) the column. For other Language / Dialect and Type of Computer Software Skill write down at the column given.*

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| 1. **REFERENCES** (Please list two or three professional references) |

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| **Name:** |  | **Relationship:** |  |
| **Company:** |  | **Contact No:** |  |
| **Address:** |  | | |
| **Name:** |  | **Relationship:** |  |
| **Company:** |  | **Contact No:** |  |
| **Address:** |  | | |
| **Name:** |  | **Relationship:** |  |
| **Company:** |  | **Contact No:** |  |
| **Address:** |  | | |

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| 1. **OTHER INFORMATION** |

1. **How did you know about this vacancy?**

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1. **Do you have a friend or relatives working in this company? Yes/No (*If Yes, please state name, relationship and designation)***

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1. **Have you ever been charges and/ or convicted in any Court of Law for criminal offences? Yes/No (*If Yes, please provide details)***

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1. **Have you ever been declared bankrupt?**

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1. **Have you suffered from or currently suffering from serious illness? Yes/No (*If Yes, please provide details)***

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1. **For female candidate only:**

**Are you ANY state of pregnancy now?**

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| 1. **DECLARATION & SIGNATURE** |

I declare that all the information given in this application is complete and accurate to the best of my knowledge. Enclosed are a copy of my education, professionals, qualification and/or appropriate recommendation letters. I fully understand and accept that if at any time after my employment, it is found that any false declaration has been made in this form, including withholding of any relevant information, the company has the absolute right to summarily terminate my employment forthwith. I signify my understanding and agreement to the foregoing by signing below.

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| --- | --- |
| Signature: | Date: |

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| 1. **FOR OFFICE USE ONLY** |

Offer / Reject / KIV :

Designation : 

Grade :

Salary :

Department : 