

EDUCATIONAL DETAILS

Name of School / College / University From To Level Achieved / Qualification

Other professional qualifications which are relevant to the post you are applying.

Are you in any way bonded by Scholarship or Study Loan to any party, which requires your employment service in this organisation? If yes, please give details.

Knowledge Of Languages / Dialects

	Good	Fair	Weak	Good	Fair	Weak
<hr/>	[]	[]	[]	[]	[]	[]
<hr/>	[]	[]	[]	[]	[]	[]
<hr/>	[]	[]	[]	[]	[]	[]
<hr/>	[]	[]	[]	[]	[]	[]
<hr/>	[]	[]	[]	[]	[]	[]
<hr/>	[]	[]	[]	[]	[]	[]

Extracurricular activities (including hobbies, sports, and socials).

School / College
/ University

At Present

HEALTH

Height (ft. and ins.): _____ Weight (lbs): _____

Present State of Health: Excellent [] Good [] Fair [] Poor []

Are you suffering or have you suffered from any major illness or disability? Yes [] No []
If yes, give details.

Have you ever been hospitalised for any operation or other reasons? Yes [] No []
If yes, give details.

Are you suffering from any perpetual illness that needs constant medical treatment?
Yes [] No [] If yes, give details.

In case of emergency, notify:

Name: _____
Address: _____

Relationship: _____
Tel. No: (Office) _____
(Home) _____

Name: _____
Address: _____

Relationship: _____
Tel. No: (Office) _____

FAMILY DETAILS

Father's Occupation: _____

Mother's Occupation: _____

No. of brothers: _____

No. of Sisters: _____

Spouse's Name: _____

Spouse's Occupation: _____

Spouse's Place of Work: _____

Name of Children

Sex

Age

Name of Children	Sex	Age
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

OTHER INFORMATION

Have you ever been convicted or charged in any court of law? If yes, give details.

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.....
.....

Have you applied for any job or worked in this Company before? Yes [] No []
If yes, when and for what post?

Period Employed: _____ Position: _____

Do you have any relatives or friends currently working in this Company? If yes, give details.

Name	Relationship	Designation
.....
.....
.....

Provide the names and addresses of referees (preferably 2), other than relatives, best acquainted with you, to whom reference may be made.

Name: _____	Name: _____
Address: _____	Address: _____
_____	_____
_____	_____
Occupation: _____	Occupation: _____
Period Known: _____	Period Known: _____

DECLARATION

I hereby declare that all the particulars given in this application form are to the best of my knowledge and belief, true and correct. This declaration shall if I am employed constitute an integral part of any contract of service between the Company and myself. I agree and accept that if the particulars provided herein are in any part false or incorrect, the Company reserves the right to terminate my service instantly.

DATE

SIGNATURE
OF APPLICANT

FOR OFFICE USE ONLY

INTERVIEWED BY: _____

DATE: _____

REMARKS:

RESULT OF Not Successful - Reject Keep in View (KIV)

INTERVIEW To Call for 2nd Interview * To Be Employed

* ISSUE LETTER OF APPOINTMENT:-

Designation	_____	Date of Commencement	_____
Starting Basic Salary	<u>RM</u>	Transport Allowance	<u>RM</u>
Site Allowance	<u>RM</u>	Residence Relocation Allowance	<u>RM</u>

OTHER TERMS & CONDITIONS: _____

(Other than those stated in our normal Letter of Appointment)

