

3. EDUCATION (PENDIDIKAN)					
Type of School <i>Jenis Sekolah</i> (Primary/Secondary/Tertiary)	Name & Location of School <i>Nama & Tempat Sekolah</i>	Year/ <i>Tahun</i>		Qualification(s) <i>Kelayakan</i>	Grade <i>Keputusan</i>
		From <i>Dari</i>	To <i>Ke</i>		

4. PROFICIENCY IN LANGUAGES (KECEKAPAN DALAM BAHASA)							
<i>Please tick (✓) at the appropriate column</i>							
Languages/Dialects English/Bahasa Malaysia/Chinese	Speak / <i>Pertuturan</i>			Write / <i>Penulisan</i>			Remarks
	Good	Fair	Poor	Good	Fair	Poor	
English							
Bahasa Malaysia							
Mandarin							
Dialect (Indicate: _____)							

5. SPECIAL TRAINING/PROFESSIONAL CERTIFICATES <i>LATIHAN KHAS</i>	Date Obtained <i>Tarikh</i>

6. PREVIOUS & PRESENT EMPLOYMENT (PEKERJAAN DAHULU & SEKARANG)		
<i>List most recent job first. Senaraikan pekerjaan yang terkini dahulu</i>		
i) Name of Company: <i>Nama Syarikat:</i>	Type of Business: <i>Jenis Perniagaan:</i>	Telephone No.: <i>Nombor Telefon:</i>
Designation: <i>Jawatan:</i>		
From: <i>Dari:</i>	To: <i>Ke:</i>	Last Drawn Salary: <i>Gaji Terakhir:</i>
Allowances / Benefits (if any): _____ <i>Elaun / Faedah (kalau ada):</i> _____		
Reason for Leaving: <i>Sebab Berhenti:</i> _____		
ii) Name of Company: <i>Nama Syarikat:</i>	Type of Business: <i>Jenis Perniagaan:</i>	Telephone No.: <i>Nombor Telefon:</i>
Designation: <i>Jawatan:</i>		
From: <i>Dari:</i>	To: <i>Ke:</i>	Last Drawn Salary: <i>Gaji Terakhir:</i>
Allowances / Benefits (if any): _____ <i>Elaun / Faedah (kalau ada):</i> _____		
Reason for Leaving: <i>Sebab Berhenti:</i> _____		

7. HOBBIES & INTERESTS (KEGEMARAN & MINAT)

(which you may consider may support your application further eg. courses/training attended, professional/social achievements, in clubs, welfare work, etc.)
(yang mana tuan/puan menganggap akan tambah menyokong permohonan seperti kursus/latihan yang dihadiri, kecapaian profesional/sosial di dalam kelab-kelab, kerja kebajikan dan lain-lain)

8. EXPECTED SALARY

GAJI YANG DIPOHON

9. REFEREES (RUJUKAN)

Name <i>Nama</i>	Address <i>Alamat</i>	Occupation <i>Pekerjaan</i>	Period Known <i>Tempoh Berkenalan</i>	Telefon No. <i>Nombor Telefon</i>

10. OTHER INFORMATION (MAKLUMAT LAIN)

- (i) Are you willing to serve anywhere in Malaysia? If not, where are you willing to work?
Adakah anda bersedia untuk berkhidmat di mana-mana di Malaysia? Kalau tidak, di tempat mana yang tuan/puan ingin berkhidmat?
- (ii) Have you been, or are you, suffering from any physical impairment or disease?
Adakah tuan/puan telahpun atau sedang mengidap apa-apa kelemahan jasmani atau penyakit?
YES / NO If Yes, type of illness/impairment :
YA / TIDAK Kalau YA, sila nyata jenis penyakit atau kelemahan
How long / *Berapa Lama* :
- (iii) Have your ever been convicted for a criminal offence in a Court of Law in any Country?: YES / NO
Adakah tuan/puan telah dihukum atas kesalahan jenayah didalam Mahkamah Undang di mana-mana negara? YA / TIDAK
- (iv) When would you be able to commence employment?:
Bilakah tuan/puan boleh menyertai pekerjaan kami?
Notice period :
Masa Notis:

11. IN CASE OF EMERGENCY TO NOTIFY (JIKA ADA KECEMASAN SILA BERHUBUNG DENGAN)

Name (*Nama*) : Relationship (*Hubungan*) :
Address (*Alamat*) : Telephone No. (*Nombor Telefon*) :

12. DECLARATION (PENGAKUAN)

I hereby declare that the information give by me in this Application Form is correct and true to the best of my knowledge. I fully understand and accept that, if any time of engagement if it is found that a false declaration has been made on this form, the Company has the absolute right to terminate my employment forthwith withoput notice or compensation.
Saya mengaku bahawa butir-butir yang diisi di dalam borang ini adalah benar. Saya sangat memahami dan menerima jika didapati bahawa pengakuan ini tidak benar, pihak Syarikat berhak memberhentikan pekerjaan saya dengan serta-merta tanpa notis atau ganti-rugi.

Signature of Applicant
Tandatangan Pemohon

Date:
Tarikh:

FOR OFFICIAL USE ONLY				
Position advertised on :				
Interview Date :				
Interview Assessment Completed by :				
_____ Interviewed By: _____ Date: _____				
Selected / Not Selected / KIV	Date of Commencement	Position	Grade	Salary/Scale

Remarks:
