**Employment Application Form**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PERSONAL PARTICULAR** | | | | | | | | | | | | | | | | | | | | | | |
| Position Applied For  Click or tap here to enter text. | | | | | | | | | | | | | | | For company’s  official use | | | | | | |  |
| Full Name as per NRIC  Click or tap here to enter text. | | | | | | | NRIC/ Passport No.  Click or tap here to enter text. | | | | | | | | Date of Birth  Click or tap here to enter text. | | | | | | | Sex  Click or tap here to enter text. |
| Marital Status  Click or tap here to enter text. | | | Race  Click or tap here to enter text. | | | | | | | Religion  Click or tap here to enter text. | | | | | | | | | Nationality  Click or tap here to enter text. | | | |
| Current Address  Click or tap here to enter text. | | | | | | | | | | | | | | | | | | | | | | |
| Permanent Address  Click or tap here to enter text. | | | | | | | | | | | | | | | | | | | | | | |
| Email  Click or tap here to enter text. | | | | | | | | Handphone: Click or tap here to enter text.  Home Phone: Click or tap here to enter text. | | | | | | | | | Weight  Click or tap here to enter text. | | | | Height  Click or tap here to enter text. | |
| EPF No.  Click or tap here to enter text. | | Income Tax No.  Click or tap here to enter text. | | | | | | | | | Socso No.  Click or tap here to enter text. | | | | | | | Bank Account No.  Click or tap here to enter text. | | | | |
| Do you own a car?  Yes No | | | | | Car Plate No.  Click or tap here to enter text. | | | | | | | Class  Click or tap here to enter text. | | | | | | | License Validity  Click or tap here to enter text. | | | |
|  | | | | |  | | | | | | |  | | | | | | |  | | | |
| **FAMILY PARTICULARS** | | | | | | | | | | | | | | | | | | | | | | |
| Name – Parents, Brothers & Sisters | | | | | | | | | Age | | | | | Company Name/ Occupation | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | | Click or tap here to enter text. | | | | | Click or tap here to enter text. | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | | Click or tap here to enter text. | | | | | Click or tap here to enter text. | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | | Click or tap here to enter text. | | | | | Click or tap here to enter text. | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | | Click or tap here to enter text. | | | | | Click or tap here to enter text. | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | | Click or tap here to enter text. | | | | | Click or tap here to enter text. | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | | Click or tap here to enter text. | | | | | Click or tap here to enter text. | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | | Click or tap here to enter text. | | | | | Click or tap here to enter text. | | | | | | | | |
| **If Married, Particulars of Spouse & Children** | | | | | | | | | | | | | | | | | | | | | | |
| Spouse’s Name Click or tap here to enter text. | | | | | | | | | | | | | NRIC No. Click or tap here to enter text. | | | | | | | | | |
| Handphone  Click or tap here to enter text. | | | | | | Company Name  Click or tap here to enter text. | | | | | | | | | | | | Position  Click or tap here to enter text. | | | | |
| No. of Children Click or tap here to enter text. | | | | Age of Children Click or tap here to enter text. | | | | | | | | | | | | | | | | | | |
|  | | | | | | | |  | | | | | | | | | | | | | | |
| **EDUCATIONAL PARTICULARS** | | | | | | | | | | | | | | | | | | | | | | |
| Level | Institution | | | | | | | Course | | | | | | | | From | | | | To | | Grade |
| Secondary | Click or tap here to enter text. | | | | | | | Click or tap here to enter text. | | | | | | | | Click or tap here to enter text. | | | | Click or tap here to enter text. | | Click or tap here to enter text. |
| College/ Vocational | Click or tap here to enter text. | | | | | | | Click or tap here to enter text. | | | | | | | | Click or tap here to enter text. | | | | Click or tap here to enter text. | | Click or tap here to enter text. |
| University | Click or tap here to enter text. | | | | | | | Click or tap here to enter text. | | | | | | | | Click or tap here to enter text. | | | | Click or tap here to enter text. | | Click or tap here to enter text. |
| Additional (training, professional certification) Click or tap here to enter text. | | | | | | | | | | | | | | | | | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **PARTICULAR OF WORKING EXPERIENCE** | | | |
| Detail of **Present** Employment (if any) | | | |
| Position  Click or tap here to enter text. | Started From Click or tap here to enter text. To Click or tap here to enter text. | | Company Name  Click or tap here to enter text. |
| Company Address  Click or tap here to enter text. | | | Tel  Click or tap here to enter text. |
| Present Job Responsibilities *(Please include the info. If there is any person(s) reporting to you)*  Click or tap here to enter text. | | | |
| Person Reporting To  Click or tap here to enter text. | | Basic Salary (Bonus, Allowance, etc.)  Click or tap here to enter text. | |
| Reason For Leaving  Click or tap here to enter text. | | | |

|  |  |  |
| --- | --- | --- |
| Detail of **Past** Employment | | |
| **(1)** Company Name  Click or tap here to enter text. | | Started From Click or tap here to enter text. To Click or tap here to enter text. |
| Position  Click or tap here to enter text. | | |
| Main Duties *(Please include the info. If there is any person(s) reporting to you)*  Click or tap here to enter text. | | |
| Person Reporting To  Click or tap here to enter text. | Last Drawn Basic Salary  Click or tap here to enter text. | |
| Reason For Leaving  Click or tap here to enter text. | | |
|  | | |
| **(2)** Company Name  Click or tap here to enter text. | Started From Click or tap here to enter text. To Click or tap here to enter text. | |
| Position  Click or tap here to enter text. | | |
| Main Duties *(Please include the info. If there is any person(s) reporting to you)*  Click or tap here to enter text. | | |
| Person Reporting To  Click or tap here to enter text. | Last Drawn Basic Salary  Click or tap here to enter text. | |
| Reason For Leaving  Click or tap here to enter text. | | |
|  | | |
| **(3)** Company Name  Click or tap here to enter text. | Started From Click or tap here to enter text. To Click or tap here to enter text. | |
| Position  Click or tap here to enter text. | | |
| Main Duties *(Please include the info. If there is any person(s) reporting to you)*  Click or tap here to enter text. | | |
| Person Reporting To  Click or tap here to enter text. | Last Drawn Basic Salary  Click or tap here to enter text. | |
| Reason For Leaving  Click or tap here to enter text. | | |

|  |
| --- |
| **OTHERS** |
| Expected Salary Click or tap here to enter text. |
| Notification Period Click or tap here to enter text. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **REFERENCES** | | | | |
| Please provide the names of Two referees who are not related to you, whom you have known for at least one year | | | | |
| **Name** | **Company Name** | **Position** | **Relations** | **Contact No.** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

**DECLARATION**

I hereby declare that the particulars in this application form and any other documents attached are true to the best of my knowledge and that I have not willfully suppressed any material fact. I also understand that if after employment, it is found that I have deliberately made a false declaration in this application, it may lead to my dismissal from service.

Signature: Click or tap here to enter text.

Date: Click or tap here to enter text.