

PRIVATE & CONFIDENTIAL**EMPLOYMENT APPLICATION FORM**

Position Applied for _____

Full Name of Applicant _____

NRIC/Passport No _____

Citizenship

☐

Malaysian

☐

Malaysia Permanent Resident

☐

Foreigner requiring work pass to work in Malaysia

Present Address _____

Contact No. _____

Email Address _____

ACADEMIC QUALIFICATIONS *(please attach academic transcripts and certificates)*

Date		Schools/Institutions Attended	Qualification	Merit / Awards
From	To			

OTHER QUALIFICATIONS / COURSES COMPLETED / AWARDS ATTAINED

Date		Awarding Institution	Qualification / Awards Obtained
From	To		

CURRENTLY STUDYING

Date		Course Title
From	To	

MEMBERSHIP OF PROFESSIONAL BODIES / COMMITTEE

Name of Professional Body	Year of Admission	Membership Status	Name of Professional Body	Year of Admission	Membership Status

HOBBIES AND SPORTS

Employment History (Please start with your first posting)

Date		Name and Location of Employer	Nature of Business	Designation/ Brief Description of Appointment	Salary		Reason for Leaving
From	To				Starting	Current or Leaving	

REFEREES *(please give details of two referees whom we may approach for references)*

Name	Designation	Organisation Name	Contact Number	Email Address

Details of Current Employment			
Name of Employer			
No. of Employees:		Nature of Business	
Date Started:			
No of Staff Supervised:			
Starting Salary	Benefits	Current Salary	Benefits
Title when Hired	Reported to	Title Now	Reporting to
Responsibilities		Special Achievements	
Salary Required		Notice Period to Present Employer	May we approach your current and past employers *YES / NO

ADDITIONAL INFORMATION
Write here any other information which you think we should know or is important to your application. Please include hereby any special extra curricular activities at school, college or University.

DECLARATION
I confirm that I : ☐ Have not been adjudged a bankrupt; ☐ Do not have a criminal record in Malaysia; ☐ Have not been convicted in a court of law in any other country; ☐ Have not been charged with any offence in a court of law in Malaysia or in any other country for which the outcome is pending; ☐ Am not being under any current police investigations in Malaysia or in any other country following allegations made against me. I understand that completing this application is not a promise of employment from the Firm. I hereby declare that the information given by me in the form is correct and true to the best of my knowledge. I fully understand and accept that providing deliberately false information could result in my dismissal.
Date Signature of Applicant