

Employment Application Form

Position Applied:

Source / Referrer's Name:

Expected Salary:

Date Available / Join:

(Passport Sized Photo)

Applicant

Full Name:		Name in Chinese Character:	
Permanent Address:		Correspondence Address:	
Tel No.(H):	H/P No.:	Email Address:	

Personal Particulars

NRIC No.:	Age:	Nationality:
Passport No.:	Gender:	Race:
Date of Birth:	Height:	Religion:
Place of Birth:	Weight:	Marital Status:

Immediate Family Members Information (spouse, children, parent & sibling)

Name	Relationship	Age	Education Level / Position Title	School / Company Name

Education Background (from lowest to highest education)

Period (month / year)		School / College / Institute / University	Qualification (e.g.: Certificate / Diploma / Degree, etc.)	Course	Grade (Latest CGPA, if any)
From	To				

Employment History (from first to present / last employment)

Period (month / year)		Company Name	Position title	Salary		Reason of Leaving
From	To			Starting	End	

Achievement (Work / Academic & Extra Curriculum / Voluntary Work) (Recognition / Patent & Others)

Year	Achievement

Language (Proficiency level: Low [1] – High [10])

No.	Language	Spoken	Written

Software Application / Technical Skills Proficiency (Proficiency level: Low [1] – High [10])

No.	Software Application / Technical Skills	Proficiency	No.	Software Application / Technical Skills	Proficiency

Characteristic / Personality

No.	Strength	No.	Weakness	No.	Hobby

Other Information (Circle & write where applicable)

1	Do you have any relative / friend working in ViTrox?	No / Yes	(Name)	_____
2	Do you have any relative / friend working in automation company or similar nature of business?	No / Yes	(Name)	_____
3	Have you suffered from illness, injury, operation or transmissible disease?	No / Yes	(What)	_____
4	Are you currently under any kind of medication. If yes, please state	No / Yes	(What)	_____
5	Are you a recipient of any scholarship / study loan?	No / Yes	(What)	_____
6	Are you a member of any Professional Body / Union?	No / Yes	(Name)	_____
7	Have you ever had any police conviction?	No / Yes	(Case)	_____
8	Have you involved in any illegal drug taking?	No / Yes	(When)	_____
9	Have you been declared bankruptcy?	No / Yes	(When)	_____
10	Have you been implicated in any bribery & corruption practices?	No / Yes	(What)	_____
11	Have you ever had any disciplinary in your employment?	No / Yes	(What)	_____
12	Have you been terminated by your previous employer?	No / Yes	(Why)	_____
13	Do you accept department transfer?	No / Yes	(What)	_____

Declaration

I hereby certify that all the particulars furnished on this application form are to the best of my knowledge true and correct.

I agree and accept that a misrepresentation or permission of facts called herein will be sufficient cause of cancellation of consideration for employment or dismissal from the Company's service if I have been employed.

In line with the Personal Data Protection Act 2010 (PDPA), I hereby agree that ViTrox may collect, use, store, and process my personal data.

Signature of Applicant	_____	Date	_____
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