



HIGHLY CONFIDENTIAL

## EMPLOYEE PARTICULARS FORM

## INSTRUCTIONS:

1. Please read through the form carefully before filling in your particulars.
2. This form is to be signed on interview day.
3. Copies of the following **MUST** be provided together with this form:
  - i. National Registration Identification Card (NRIC) / Passport
  - ii. Educational Certificates
  - iii. Marriage Certificate & Spouse NRIC / Passport (if applicable)
  - iv. Child Birth Certificates / MyKid (if applicable)
4. All mandatory fields must be filled in.
5. Any false declarations made in this form may result in immediate termination of employment.
6. **Do not use** UPPERCASE format i.e MAYBANK, BANKING; kindly capitalize each word i.e Maybank, Banking
7. **Handwritten submission** will not be accepted. Kindly complete the form using your PC or smartphone.
8. Ensure "Preferred Name" is not sensitive to any culture, religion, or races which might cause inconvenient/concerns to others.

Please click to affix passport-sized photo  
 \*\*Support direct upload from PC's only

## 1. PERSONAL PARTICULARS

Form of Address <input type="text"/>	Title1 <input type="text"/>	Title2 <input type="text"/>	Date of Birth <input type="text"/>	Bumiputera Status <input type="text"/>
Name as per National Identity Card / Passport <input type="text"/>			Preferred Name <input type="text"/>	
*used to create an official Maybank email address				
Birthplace - City <input type="text"/>	Region <input type="text"/>			
Country of Birth <input type="text"/>	NRIC No. ( New ) / Passport No. <input type="text"/>			
Nationality <input type="text"/>	NRIC No. (Old) <input type="text"/>			
Marital Status <input type="text"/>	Employees Provident Fund (EPF) No. <input type="text"/>			
Race / Ethnic Origin <input type="text"/>	Income Tax No. <input type="text"/>			
Email address <input type="text"/>	Social Security (SOCSO) Contributor <input type="text"/>			

## Permanent Address

  
  


Postcode

City

Region

Mobile No.

Country

Residence Contact No.

## Correspondence Address (if different from permanent address)

  
  


Postcode

City

Region

Mobile No.

Country

Residence Contact No.

## Emergency Contact Details


Postcode

City

Region

Mobile No.

Country

Residence Contact No.

Name

Relationship

## Languages Proficiency


## 2. EDUCATIONAL BACKGROUND

From / To (month & year)	Qualification Obtained (Degree, Diploma, SPM, FMAM Licensing etc)	Disciplinary of Study (Finance, Law, Marketing etc)	Name of University / College / School	Location of Study	CGPA / Final Grade

Have you obtained any professional licenses, issued by Securities Commission Malaysia (SC) / Securities Industry Development Corporation (SIDC)? If YES, kindly provide details in the table below:

Year	Module	Score	Status

### 3. EMPLOYMENT HISTORY

#### Current & previous employer (s)

Kindly declare your current and previous employers (up to a period of 7 years from the date of this application)

From / To (month & year)	Employer	Industry	Position Held	Basic Salary	Employment Status	Reason for Leaving

I have no working experience ☐

Please provide reason :

Have you been employed within the Maybank Group? OR Have you received any Maybank scholarship or sponsorship previously ?

☐

Expected Salary (RM)

Availability to Commence Work

Notice Period




Other sources of income besides from employment above. If you have, please provide the details:

☐

NIL

Nature of Business	Position Held	Company Name	Status

#### References (continue to next page)

Based on information provided in Employment History table, please provide FOUR (4) references from different employer (most recent PREVIOUS employment - if applicable):

- To provide your **previous supervisor / direct reports** or any other party who in a responsible position to vouch for your character.
- Please ensure the contact numbers & email address given are valid and correct.
- Relative, colleague, friends, clients or family members (spouse, children, parents, sibling etc) are **NOT CONSIDERED** as referee.

Name	Relationship	Company Name	Position Held	Contact No. & Email Address

## References - (continue from previous page)

Name	Relationship	Company Name	Position Held	Contact No. & Email Address

## 4. FAMILY PARTICULARS

## Spouse's Details

☐ NIL

Name as per National Identity Card / Passport

Birthplace - City / Region

NRIC No. ( New ) / Passport No.

Date of Birth

Country of Birth

Employer

Nationality

Job Title

## Children's Details

No. of Children :

☐ NIL

\*\* No. of Children eligible for tax relief :

Name of Children	Gender	Date of Birth	Birth Certificate No. / NRIC No. / Passport No.

\*\* Refers to the number of unmarried dependant legitimate children / stepchildren / adopted children / under the age of 18 years OR handicapped children (no age limit). If above 18 years old, child(ren) must be :

1. Receiving full time education at any University, College, school or similar educational establishment, OR
2. Serving under Articles or Indentures with a view to qualify in a trade or profession.

## Parent's Details :

Name	NRIC No. / Passport No	Employer	Job Title

## 5. DECLARATION

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	NIL
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Name of Relative	Relationship	Staff No.	Branch / Department

Nature of Illness	Details

1. I declare that all information furnished is true. I authorise and consent the Maybank Group to obtain any other information from any other sources and by whatever means as the Group considers appropriate.
2. I understand that any misrepresentation and omission of facts will be sufficient cause for my dismissal at any time during my employment with the Maybank Group.

**\*\*Candidate's Signature :** \_\_\_\_\_

Date : \_\_\_\_\_

**\*\* to be signed during interview day only**

## VERIFICATION BY GROUP HUMAN CAPITAL

The above information has been checked & verified by

[illegible]

Signature & Name

The above information has been updated into SAP by

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Signature & Name



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## CONSENT FORM

Maybank group will use the personal data (including sensitive personal data, such as health conditions, religious beliefs etc) that you have provided in this form to assess your application for employment. "Maybank Group" in this form refers to Malayan Banking Berhad ('Maybank'), including its branches in Malaysia and in other Countries as well as its local and overseas subsidiaries or, as the context may require, any of them.

If your application is successful and you accept employment with the Maybank Group, your personal data will be stored and processed to administer Maybank Group's employment relationship with you. If your application is unsuccessful, this application of employment form will be retained for a maximum of one year before we securely destroy it. Please read our Maybank Group Employee's Privacy Notice which is enclosed herein on how we process and protect your personal data.

### Declaration

By signing this form, I declare that I have read, understood and agree to be subject to the Maybank Group Employee's Privacy Notice and expressly consent and authorize Maybank Group:

- (i) to request for and to obtain all the personal information and data (including sensitive personal data) in this form for the purpose of processing this application and all other purposes which are required in relation to this application;
- (ii) to make an inquiry on my employment records which covers current and former employers and referees in the period of seven (7) years up to the date of this declaration;
- (iii) to request from my current and previous employers in the period of seven (7) years up to the date this declaration to disclose my employment history, including facts and details of any internal disciplinary proceedings against me, irrespective whether such disciplinary proceedings have been concluded or initiated after I have left the company. For this purpose, I irrevocably authorize my current and all previous employers to provide such information to Maybank Group;
- (iv) where relevant, I authorize Financial Market Association of Malaysia (FMAM), Securities Commission Malaysia (SCM) and Bursa Malaysia Berhad (BMB) to disclose the fact and details of any case of financial market misconduct that I have been subject to, including disciplinary proceedings under the Asian Institute of Chartered Bankers (AICB)-FMAM Joint Disciplinary Scheme;
- (v) to disclose my personal data (including sensitive personal data) and the personal data of my family members (including sensitive personal data) to other entities within the Maybank Group and other external parties when required; and
- (vi) to collect and process my personal data (including sensitive personal data) on medical examination result and medical conditions records for the purpose of this application (where applicable) and for continuous screening for the duration of the employment in Maybank Group.
- (vi) the transfer of my Personal Data by Maybank Group and its designated agents to its overseas offices as well as its affiliated local and overseas business organizations for the purpose of carrying out screening and for archiving;
- (vii) the transfer of my Personal Data by Maybank Group and its designated agents to another country(ies), for the purpose of carrying out screening, in the event the country that I have worked or lived in, do not ensure an adequate level of Personal Data protection.



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## CONSENT FORM

I hereby release my current and former employers and, where relevant, the FMAM, SCM, BMB from any contractual obligations which limit, in any way, their ability to disclose the information required by Maybank Group in considering my application for employment.

I confirm before providing personal data (including sensitive personal data) about others, that I have obtained their explicit consent for it to be used and disclosed to Maybank Group. By signing this form, I further confirm that all personal data that I have provided is true, current and accurate. Should there be any changes to any of my personal data, I shall notify Maybank Group immediately in writing.

Name : \_\_\_\_\_

IC No. / Passport No. : \_\_\_\_\_

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

*\*\* to be signed during interview day only*