MIMOS BERHAD

Sila lekatkan

gambar disini

*Please attach*

*photo here*

Taman Teknologi Malaysia

57000 Kuala Lumpur

Tel: (03) 8995 5000 Fax: (03) 8996 2755

**PERMOHONAN PEKERJAAN**

***APPLICATION FOR EMPLOYMENT***

Permohonan untuk jawatan:

*Application for the post of:………………………………………………………..……*

**PROFILED BY IDEALSEED RESOURCES SDN BHD**

**A. DATA PERIBADI / *PERSONAL DATA***

Sila lengkapkan semua soalan di dalam borang ini menggunakan HURUF BESAR. Bagi soalan yang tidak berkenaan, sila catatkan T.B.

*Kindly complete all field using CAPITAL LETTERS. Wherever inapplicable, please state as N.A.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Nama (Seperti dalam K/P):  *Name (As per I/C):* | | | Jantina: Lelaki/Perempuan:  *Sex: Male/Female:* | |
| Alamat surat-menyurat:  *Correspondence Address:* | | | No. Tel:  *Tel No.:* | Umur:  *Age:* |
| Alamat Tetap (seperti dalam K/P):  *Permanent Address (As per I/C):* | | | No. Tel:  *Tel No.:* | Agama:  *Religion:* |
| HP No :  *HP No.:* | Taraf Perkahwinan:  *Marital Status:* | Tarikh Lahir:  *Date of Birth:* | Tempat Lahir:  *Place of Birth:* | Bangsa:  *Race:* |
| No. K/P Lama:  *Old I/C No.:* | No. K/P Baru:  *New I/C No.:* | No. Passpot:  *Passport No.:* | Warganegara:  *Nationality:* | Emel:  *Email:* |

Nama Bapa: Nama Ibu:

*Father's Name: Mothers Name:*

Butiran Adik Beradik / *Particulars of Your Siblings:*

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Nama/ *Name* | Jantina/ *Sex* | Pekerjaan/ *Occupation* |
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| --- | --- | --- |
| Maklumat Pasangan  (Jika Berkahwin):  *Spouse's Details*  *(If Married):* | Tarikh Berkahwin:  *Date of Marriage:* | Nama Suami/Isteri:  *Name of Spouse:* |
| Tarikh Lahir Pasangan:  *Spouse's Date of Birth:* | Pekerjaan:  *Occupation:* |
|  | No. K/P Pasangan:  *Spouse's I/C No.:* | Nama Syarikat:  *Company's Name:* |
|  | Bil. Anak:  *No. Of Children:* |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Nama (Seperti dalam K/P)/  *Name (As per I/C)* | No. K/P/Sijil Lahir/No. Passport  *New I/C No./Birth Certificate/Passport No.* | Jantina/  *Sex* | Tarikh Lahir/  *Date of Birth* | Sekolah/Institusi (Penuh/Sepenh Masa)  *School/Institution (Full/Part Time)* |
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Orang untuk dihubungi jika berlaku kecemasan: Hubungan:

*Person to contact in case of emergency: Relationship:*

Alamat: No. Tel:

*Address: Tel No.:*

**B. PENDIDIKAN / LATIHAN / KURSUS**

***EDUCATION / TRAINING / COURSES***

Sila lengkapkan semua soalan di dalam borang ini menggunakan HURUF BESAR. Bagi soalan yang tidak berkenaan, sila catatkan T.B.

*Kindly complete all field using CAPITAL LETTERS. Wherever inapplicable, please state as N.A.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Tarikh/Bulan&Tahun  *Dates/Month&Year* | | Nama/  *Type* | Nama Institusi/  *Name of Institution* | Kelayakan/Kursus Diperolehi/  *Qualification/Course Obtained* | Keputusan/*Result* |
| Dari/ *From* | Hingga/ *To* |  |  |  |  |
|  |  | Rendah/  *Primary* |  |  |  |
|  |  | Menengah/  *Secondary* |  |  |  |
|  |  | Pra-U/  *Pre-U* |  |  |  |
|  |  | Kolej/ Universiti/  *College/ University* |  |  |  |
|  |  | Lain-lain/  *Others* |  |  |  |

Latihan Kemahiran Lain (cth. komersil/perantis/vokasional) Kemahiran Bahasa/Language Proficiency:

*Other Training Skill (e.g.commercial/apprentice/vocational)* Nota: Tandakan 1 hingga 5 (1 - lemah, 5 – sangat baik)

Note: Indicates point from 1 to 5 (1 - poor, 5 - excellent)

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**C. KEGIATAN / *ACTIVITIES***

Sukan/ Permainan: Kegemaran:

Sports/ Games: Hobbies:

Keahlian badan ikhtisas: *J*awatan disandang:

*Professional Membership: Position:*

**D. PENGALAMAN BEKERJA/ *EMPLOYMENT HISTORY***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Tarikh/Bulan&Tahun  *Dates/Month&Year* | | Tempoh/  *Period* | Majikan/  *Employer* | Jawatan Disandang/  *Position Hold* | Gaji Akhir/  *Last Salary* | Sebab Berhenti/  *Reason for Leaving* |
| Dari/ *From* | Hingga/  *To* |  |  |  |  |  |
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**E. MAKLUMAT LANJUT/ *FURTHER INFORMATION***

Pernahkah anda dituduh atau disabitkan bersalah atau feloni? (Jika ya, sila terangkan)

*Have you ever been convicted of a misdemeanor or a felony? (If yes, please explain)*

Adakah anda terikat dengan majikan sekarang?

*Are you serving any bond with your present employer?* YA*/ YES* TIDAK*/ NO*

Pernahkah anda diberhentikan atau digantung dari sebarang jawatan?

*Have you ever been dismissed or suspended from any position?* YA*/ YES* TIDAK*/ NO*

Jika ya, sila jelaskan:

*If yes, please clarify:*

Adakah anda mempunyai saudara mara yang bekerja di MIMOS BERHAD? Jika ya, sila berikan nama mereka dan hubungannya dengan anda.

*Do you have any relative working in MIMOS BERHAD? If yes, please list their names and relationship with you.*

Tarikh sedia menerima jawatan jika ditawarkan pekerjaan:

*Available report duty date if offered employment:*

Jangkaan gaji:

*Expected salary:*

**F. RUJUKAN/ *REFERENCE***

Sila berikan nama dua orang perujuk peribadi yang masing-masing bukan keluarga pemohon.

*Kindly list two referees below; referees stated herein must not be a relative to the applicants.*

|  |  |  |  |
| --- | --- | --- | --- |
| Nama/  *Name* | Tempoh Kenal/  *Period Known* | Pekerjaan/  *Occupation* | Alamat & No. Tel  *Address & Tel No.* |
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**G. ADDITIONAL DECLARATION ON INTELLECTUAL PROPERTY MATTERS FOR (NEW EMPLOYEES)**

1. If are an inventor or a co-inventory to any filed patents (pending patents) or granted patents in Malaysia or any other countries please complete the following checklist:

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1. Application number or granted patent’s registration number, date of application or grant and the list of Country or countries that it was filed:

*­­­­­­­­­­­­­­­­­­­­­­­*

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1. The owner of the filed or granted patents:

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You are hereby reminded that the utilization of the declared patents listed above in any of MIMOS scope of work must be notified to your supervisors and advisable for you to consult further advise from MIMOS IP Management office.

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| --- | --- | --- | --- |
| **Candidate's Total Remuneration** | | | |
| **Candidate's Details** |  | **Current Company** |
| Company |  |  |
| Position Title |  |  |
| Band / Salary grade / Job Grade or Level |  |  |
| Employment Status (Contract / Permanent) |  |  |
| Join Date |  |  |
| Next Salary Review |  |  |
|  |  |  |
| **Compensation** |  | **Monthly** |
|  | **MYR** |
| Current Basic Salary |  |  |
| Contractual Bonus = \_\_\_\_\_\_\_\_\_ month |  |  |
| Payable in the month of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| Variable Bonus = \_\_\_\_\_\_\_\_ month |  |  |
| Payable in the month of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| Shares / Shares Option given |  |  |
| - Awarded in Year = |  |  |
| - Shares / units = |  |  |
| - Current market price = MYR /share |  |  |
| - Vesting period = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ years |  |  |
|  |  |  |
| **Fixed Allowances** |  | **Monthly** |
|  | **MYR** |
| Mobile |  |  |
| Transport |  |  |
| Other Allowance: |  |  |
| Other Allowance: |  |  |
|  |  |  |
| **Benefits** |  | **MYR** |
|  |
| Life Insurance Coverage |  |  |
| Group Dread Disease |  |  |
| Permanent Total Disability |  |  |
| Accidental Death & Disablement |  |  |
| Medical Coverage - Employee (Hosp) |  |  |
| Medical Coverage - Employee (Outpatient) |  |  |
| Medical Coverage - Immediate family coverage |  |  |
| Dental / Optical |  |  |
|  |  |  |
| **Others** |  |  |
|  | **MYR** |
| EPF (Employer's Contribution - Monthly) |  |  |
| Annual Leave Days |  |  |
| Notice period |  |  |
| Expected salary |  |  |

**H. MAKLUMAT LANJUT/ *FURTHER INFORMATION***

Saya dengan sukarela memberi kebenaran kepada MIMOS BERHAD untuk menyiasat latar belakang pekerjaan dan kegiatan saya yang lalu, saya bersedia memberi kerjasama dalam penyiasatan seumpama itu, dan mengaku bebas daripada semua tanggungan atau bertanggungjawab ke atas maklumat yang diberi oleh sesiapa sahaja atau mana- mana syarikat atau badan korporat.

*I voluntarily give MIMOS BERHAD the right to make a thorough investigation of my past employment and activities, agree to cooperate in such investigation, and release from all liability or responsibility all persons, companies or corporations supplying such information.*

Saya memberi izin untuk menjalani pemeriksaan fizikal semasa pra lantikan dan juga pada masa hadapan apabila dikehendaki oleh MIMOS BERHAD.

*I consent to the pre-employment physical examination and such future physical examinations as may be required by MIMOS BERHAD.*

Saya bersetuju bahawa MIMOS BERHAD boleh menggunakan sebarang maklumat kandungan borang pemohonan ini dan juga sebarang laporan pemeriksaan apabila diperlukan.

*I agree that the entire contents of this application form, as well as the report of any such examination, may be used by MIMOS BERHAD wwhenever necessary.*

Sekiranya saya ditawarkan pekerjaan melalui permohonan ini, saya akan mematuhi semua peraturan dan dasar MIMOS BERHAD.

*If employment is obtained under this application, I will abide by all rules, regulations and policies of MIMOS BERHAD.*

Saya faham dan bersedia diberhentikan dengan serta merta sekiranya terdapat jawapan atau kenyataan palsu oleh saya dalam permohonan ini atau mana-mana maklumat tambahan berikutnya, atau hasil daripada penyiasatan yang berkaitan dengannya.

*I understand that any false answers or statements made by me on this application or any supplement thereto, or in connection with the above mentioned investigation, will be sufficient grounds for immediate discharge/immediate termination if employed.*

Tarikh :

*Date :* **Tandatangan Pemohon /**

*Applicant’s Signature*

Sila lampirkan satu salinan sijil termasuk SPM atau yang setaraf dengannya dan kelayakan profesional.

*Kindly attach a copy of each academic and professional qualification certificates including SPM or its equivalent.*

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