

APPLICATION FOR EMPLOYMENT

Passport size
photograph

NAME OF COMPANY : _____

PERSONAL (*Delete where necessary)

Position Applied		Marital Status (Pls. tick (√)) <input type="checkbox"/> Single <input type="checkbox"/> Widow <input type="checkbox"/> Married <input type="checkbox"/> Divorced		Full Name (In Block Letter as per Identity Card) *Mr./Ms/ Mdm :		
State/Country of Birth	Citizenship	Contact No (h/p) : (Office) : (House) : (Email Add):		Postal Address Permanent Address		
Ethnic Origin (Race/Dialect)	NRIC No (Old) : (New):					
Religion						
Date of Birth	Age	Height : cm Weight: kg				

Language and Dialect Proficiency (Please state fluent/fair/poor)

Language/Dialect/Ability	Speak	Write	Read
1. English			
2. Malay			
3. Mandarin			
4.			

Particulars of Family

If married, particulars of spouse Full Name: NRIC No. :				Employer	
				Name	Address
Job Title					
Children Full Name	Sex	Age	D.O.B	If in school or Employment, Name & Address of School/Employer	If employed, Job Title
1.					
2.					
3.					
4.					
5.					
6.					
Full Name of Father		Job Title		Employer's Name / Address	
Full Name of Mother		Job Title		Employer's Name / Address	
Brother(s) & Sister(s) Full Name	Sex	Age	If in School or Employment, Name & Address of School/Employer		If employed, Job Title
1.					
2.					
3.					
4.					
5.					
6.					

EDUCATIONAL PARTICULARS (in chronological order)

School/Institution	Town/City	Date		Highest standard	
		Joined	Left	Qualification obtained	Grade

Details of education / course(s) being pursued at present.

Name of School/Institution		Address	
Qualification or Certificate or Proficiency sought	Date of		
	Commencement		Expected Completion
Details of membership of Clubs, Associations, Societies, etc. (e.g. Scout, Red Cross Society, YMCA, Karate Club), including position held.			
Hobbies, recreation, games, etc.			

DETAILS OF PREVIOUS EMPLOYMENT (in chronological order)

Employer's Name/Address	Job Title	Last Drawn Salary	Date		Reason for Leaving
			Joined	Left	

Current Employment

Employer's Name/Address	Job Title	Date Joined	Gross Income per month		Reason for Leaving
			Salary	Allowance	

Summary of job duties & responsibilities

Summary of job duties & responsibilities
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OTHERS INFORMATION

Do you have any relatives or friends working for this Company? Please state.

Name	Relationship	Position in the Company	Name of Company	Location
1.				
2.				

Car / Motorcycle ownership, if yes, state Model: Year:	Expected Salary RM	If selected, when can you start work?
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- | | |
|--|------------|
| 1. Have you been or are you, suffering from any physical impairment or disease/illness, e.g. Diabetes, Epilepsy, High Blood pressure, lameness, stammering? | * Yes / No |
| 2. Have you had any operation done before? If yes, what operation? | * Yes / No |
| 3. Have you ever been charged with or convicted of a criminal offence in a Court of Law in any country? If yes, please state date and details of offence:
..... | * Yes / No |
| 4. Are you a bankruptcy? | * Yes / No |
| 5. Have you applied for a job with us before? If yes, state date and position:
..... | * Yes / No |
| 6. May we make inquiries from your present employer? | * Yes / No |
| 7. Do you possess a valid driving license? If yes, state class : | * Yes / No |
| 8. Have you ever been dismissed or suspended from any position from your past/present employer? | * Yes / No |
| 9. For Female Applicant :- Are you pregnant? | * Yes / No |

CHARACTER REFEREES Name two person excluding relatives

Full Name	Full Name		
Address	Address		
Contact No:	Contact No:		
Occupation	Years known	Occupation	Years known

Other information which you will consider important and helpful to us in assessing your suitability for the appointment you are applying.

DECLARATION BY THE APPLICANT

I declare that the particulars in this application, *and the sheets attached hereto, are true in every respect. I understand that if any of the particulars supplied by me are proved untrue, I am liable to be summarily dismissed. I have not willfully suppressed any material facts.

Name :
NRIC No. :
Signature

Date

NOTICE ON PERSONAL DATA

As an applicant for a position at Tropicana and/or its affiliated companies ("Tropicana"), you consent to Tropicana's use and processing of any and all of your personal data including, without limitation, those provided in the Application for Employment Form your curriculum vitae and any other personal data that you may provide to Tropicana in any manner in connection with any job application whether directly from you (or through our appointed recruitment agent's job sites and authorised representatives at career fair) (collectively, "Personal Data") for the purposes of processing of your job application and evaluating your qualifications and eligibility for the relevant position; reference checking; communicating with you on , a decision on your job application or request for additional information in relation to your job application; maintaining Tropicana's recruitment records and such other purposes relating to the above (collectively, "Purposes").

Personal Data processed by Tropicana shall include personal data which is considered "sensitive" by the Personal Data Protection Act 2010 ("Personal Data Protection Act"). "Sensitive Personal Data" means any personal data consisting of information as to your physical or mental health or condition, political opinions, religious beliefs or other beliefs of a similar nature, the commission or alleged commission by yourself of any offence or any other personal data that may later be determined by the relevant authority as sensitive personal data (collectively, "Sensitive Personal Data").

For the purpose of this Notice, Personal Data shall include Sensitive Personal Data.

Tropicana also wishes to inform you that your Personal Data may be disclosed to locations outside Malaysia and to related corporations of Tropicana as well as to third parties, such as service providers and governmental agencies, for reasons relating to the Purposes.

If your application does not lead to employment, Tropicana may retain your Personal Data for consideration in relation to other available positions within Tropicana.

Please note that it is necessary for Tropicana to process your Personal Data for the Purposes, otherwise Tropicana shall not be able to consider your job application.

You represent and warrant that:

- (i) Your Personal Data is accurate, complete and up-to-date. You may request for access and/or make correction or deletion to your Personal Data by making a written request to Tropicana. In this respect, Tropicana is entitled to charge you a fee as may be allowed under the Personal Data Protection Act for processing of your request to access to your personal data held by Tropicana; and
- (ii) You have obtained the consent of the third parties (e.g. family members and references) whose personal data you have provided in this Application for Employment Form and/or in your curriculum vitae or otherwise disclosed to Tropicana to allow Tropicana to collect, use and process the same in relation to the Purposes.

CONSENT AND ACKNOWLEDGEMENT

TO: TROPICANA AND/OR ITS AFFILIATED COMPANIES ("TROPICANA")

I hereby acknowledge that I have read and understood this notice on personal data and by signing this, I consent to Tropicana to collect, use and process my personal data in accordance with the terms of this notice on personal data.

.....
Name / Nama:
NRIC No. / No. Kad Pengenalan:
Date / Tarikh:

FOR OFFICE USE ONLY**Date of 1st interview :**

Interviewed by :

Result : ☐ Suitable for Employment ☐ KIV ☐ Rejected

Assessment :

Strength

Weakness

Date of 2nd interview :

Interviewed by :

Result : ☐ Suitable for Employment ☐ KIV ☐ Rejected

Assessment :

IF SUITABLE FOR EMPLOYMENT

Designation:

Department/Outlet:

Date of commencement:

Company:

Basic Salary:

Allowance Car:

Commission:

Allowance Other:

Others:

Recommended by:

Remarks if any:

Name:

Designation:

Date:

APPROVAL by :☐ Approved☐ Not approved

Comments if any:

Name:

Designation:

Date: