



EMPLOYEE PERSONAL INFORMATION FORM

First Name:..... Middle Name:.....
Last Name:.....
Date of Birth:..... Place of Birth:.....
Gender:.....
Nationality:..... Passport/Driver's Licence/Voter's ID Number:.....
Social Security Number:..... Date of Issue:.....
Date of Hire/Employment:.....
Location of Residence:.....
Address: (Postal).....
.....
(Residential).....
.....
Telephone Number:.....

Marital Status:.....

Name of Spouse:.....

Address of Spouse (if different from the above).....
.....

Telephone Number:.....

Children: Number of Children:.....

Particulars of Children: 1 Name.....

Date of Birth.....

2 Name.....

Date of Birth.....



EMPLOYEE PERSONAL INFORMATION FORM

3 Name.....

Date of Birth.....

4 Name.....

Date of Birth.....

Next-of-Kin

Name:..... Relationship:.....

Date of Birth:..... Hometown:.....

Address: (Postal).....

.....

(Residential).....

.....

Telephone Number:.....

Who do we contact in case of emergency?

Name:..... Relationship:.....

Date of Birth:..... Hometown:.....

Address: (Postal).....

.....

(Residential).....

.....

Telephone Number:.....



EMPLOYEE PERSONAL INFORMATION FORM

Mother (State if deceased)

Name:.....

Date of Birth:.....

Hometown:.....

Address: (Postal).....

.....

(Residential).....

.....

Telephone Number:.....

Father (State if deceased)

Name:.....

Date of Birth:.....

Hometown:.....

Address: (Postal).....

.....

(Residential).....

.....

Telephone Number:.....



EMPLOYEE PERSONAL INFORMATION FORM

EDUCATIONAL BACKGROUND (From Primary School)

Name of School	Years of attendance (e.g. 1922 - 1944)	Qualification/Certificate (if any)
1.		
2.		
3.		
4.		
5.		



EMPLOYEE PERSONAL INFORMATION FORM

Previous Employment Record

(i)

Name of Company.....

Location.....

Start Date..... End Date.....

Position(s) Held.....

Reasons for leaving.....

.....

(ii)

Name of Company.....

Location.....

Start Date..... End Date.....

Position(s) Held.....

Reasons for leaving.....

.....

(iii)

Name of Company.....

Location.....

Start Date..... End Date.....

Position(s) Held.....

Reasons for leaving.....

.....



EMPLOYEE PERSONAL INFORMATION FORM

(iv)

Name of Company.....

Location.....

Start Date..... End Date.....

Position(s) Held.....

Reasons for leaving.....

.....

(v)

Name of Company.....

Location.....

Start Date..... End Date.....

Position(s) Held.....

Reasons for leaving.....

.....

Language Proficiency

Language	Spoken	Written	Understand
.....
.....
.....
.....

(Please complete based on a scale of 1 to 5, with 1 being the lowest.)



EMPLOYEE PERSONAL INFORMATION FORM

Guarantors:

Name of First Guarantor:.....

Address: (Postal).....

.....
(Residential).....

.....
Telephone Number:.....

1.1 I, _____ (hereinafter called the Guarantor), do hereby personally guarantee that I have known _____ (hereinafter the Employee) for _____ years and he/she is a person of high moral standing and shall perform his/her duties as an employee of McOttley Capital Limited with the utmost sincerity and in conformity with the values of the Company.

1.2 In the event that the said _____ is involved in any case of fraud, financial impropriety, misconduct or fails to make any payment regarding monies had and received on behalf of McOttley Capital Limited or fails to perform in any manner with regard to said Employment Agreement the Guarantor do hereby promise to make all payments to McOttley Capital Limited in the same manner as if they were the Employee.



EMPLOYEE PERSONAL INFORMATION FORM

Name of Second Guarantor:.....

Address: (Postal).....

.....
(Residential).....

.....
Telephone Number:.....

1.1 I, _____ (hereinafter called the Guarantor), do hereby personally guarantee that I have known _____ (hereinafter the Employee) for _____ years and he/she is a person of high moral standing and shall perform his/her duties as an employee of McOttley Capital Limited with the utmost sincerity and in conformity with the values of the Company.

1.2 In the event that the said _____ is involved in any case of fraud, financial impropriety, misconduct or fails to make any payment regarding monies had and received on behalf of McOttley Capital Limited or fails to perform in any manner with regard to said Employment Agreement the Guarantor do hereby promise to make all payments to McOttley Capital Limited in the same manner as if they were the Employee.