



EMPLOYMENT APPLICATION FORM

All Requested Information must be Completed
(Strictly Private and Confidential)

Affix a passport-sized photo
here

PERSONAL INFORMATION

Position Applied For:

Name as per NIRC/Passport :			(For Office Use Only) Staff code & GRADE : N2N			
NRIC No : Passport No:	English name (if any):	Chinese Name :	Race :			
Date of Birth:	Age :	Place of Birth:	Religion :			
Permanent Address:			For Foreigner Usage			
			Do you have a working permit? <input type="checkbox"/> Yes <input type="checkbox"/> No If you do, please provide a copy of it.			
Mailing Address (if different from permanent address):						
Sex : <input type="checkbox"/> Male <input type="checkbox"/> Female	Marital Status : <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed					
Nationality:		Height: _____ cm	Weight: _____ kg			
Applicant email address :		Home: _____	Mobile: _____			
EPF No :	Income Tax No : Branch:		Socso No :			
Driver's car / bike plate no.:		Driver's license no:				
LANGUAGE PROFICIENCY			COMPUTER KNOWLEDGE			
(Proficiency level: 0 - 10)			(Proficiency level: Basic/Intermediate/Advance)			
LANGUAGE	Proficiency Level			Software/ Programming Used	Proficiency Level	Year(s) of Experience
	Read	Write	Speak			

EDUCATION					
Year Attended		Certificate/Diploma/Degree (*Specify field and study major)	School/Institution/University	Total Years Studied	Grade/CGPA
Start Date	End Date				
To		Title:			
To		Title:			
To		Title:			
To		Title:			
To		Title:			

COURSE OR SEMINAR ATTENDED			
Date/Year Obtained	Title of Course/Topic	Name of Institute/Organizer	Duration of Course

OTHER ACTIVITIES (SOCIAL,CIVIC & PROFESSIONAL ORGANIZATIONS)		
Name of Organisation	Position	Duration

BENEFITS OF YOUR CURRENT COMPANY		
Name of Benefit	Days/Allowance	Description of Benefit

OTHER REQUIRED INFORMATION			
Have you ever been convicted to criminal offense or court? (If yes, please explain)		Have you ever been declared bankrupt? [Yes No] (Underline the answer)	
Do you have any current condition, past medical history which may affect your ability to carry out assign duties? If yes, attach any documents relating necessary. [Yes No] (Underline the answer)			
Do you have any relatives or friends working in N2N? If yes, fill the following details:		Full Name:	Relation:
Whom should we notify in case of emergency: Name:		Address:	
Phone:		Relation:	

EMPLOYMENT HISTORY

****List the most recent employer first:_____All requested information must be filled**

The employment Applicant hereby declare that all the informations provided herein are genuine and hereby consented to the Company to perform any employment reference check with the previous and/or current company(ies) in verifying the informations herein provided, including personal information as defined under Personal Data Protection Act 2010 ("PDPA 2010"), whenever N2N deemed necessary.

NOTE: N2N WILL NOT CONTACT YOUR CURRENT COMPANY (HR OR MANAGER) BUT ONLY COMPANIES THAT YOU HAVE OFFICIALLY RESIGNED FROM ALREADY.

Industry:		Company's Name:		Starting Salary:	Ending Salary:		
Date of Employment: DD/MM/YYYY		Reason for leaving:		Position Held:			
From				Check One	Full time <input type="checkbox"/>	Part time <input type="checkbox"/>	Temporary <input type="checkbox"/>
To							
Company Address:		(Tel No.)					
Reporting Manager:		(Name)	(Position Title)	(Mobile No.)			

Industry:		Company's Name:		Starting Salary:	Ending Salary:		
Date of Employment: DD/MM/YYYY		Reason for leaving:		Position Held:			
From				Check One	Full time <input type="checkbox"/>	Part time <input type="checkbox"/>	Temporary <input type="checkbox"/>
To							
Company Address:		(Tel No.)					
Reporting Manager:		(Name)	(Position Title)	(Mobile No.)			

Industry:		Company's Name:		Starting Salary:	Ending Salary:		
Date of Employment: DD/MM/YYYY		Reason for leaving:		Position Held:			
From				Check One	Full time <input type="checkbox"/>	Part time <input type="checkbox"/>	Temporary <input type="checkbox"/>
To							
Company Address:		(Tel No.)					
Reporting Manager:		(Name)	(Position Title)	(Mobile No.)			

Industry:		Company's Name:		Starting Salary:	Ending Salary:		
Date of Employment: DD/MM/YYYY		Reason for leaving:		Position Held:			
From				Check One	Full time <input type="checkbox"/>	Part time <input type="checkbox"/>	Temporary <input type="checkbox"/>
To							
Company Address:		(Tel No.)					
Reporting Manager:		(Name)	(Position Title)	(Mobile No.)			

PERSONAL REFEREES (Please provide two [2] names who are not your relatives)

Description:	Referee 1	Referee 2
Name:		
Telephone/HP.No:		
Position & Company:		
Years Known:		
Relationship:		

ADDITIONAL INFORMATION					
Expected Salary:	Notice Period Required:		Are you prepared to travel or service in overseas? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Minimum Expected Salary:					
CONSENT & DECLARATION					
<p>*Collection of personal data in compliance with Personal Data Protection Act 2010. N2N Group of Companies will be maintaining your personal information for the purposes including, without limitation of, verifying previous employments record, advertising and promotion, and general administration purposes. By signing this Application Form, you consent to our collection, use and disclosure of your personal information for the purposes as out herein. Should you are not consent or agree to the above, kindly acknowledge your disagreement on the space provided below.</p> <p>[] Do not consent or agree.</p> <p>I certify that the information given is true and correct and I understand that this information in any misrepresentation of fact may considered cause of negligence or dismissal regardless of when discovered by the company. I acknowledge by my signature that I read and understand these statements.</p> <p>Signature of Applicant: _____ Date: _____</p>					
FOR OFFICE USE ONLYFOR OFFICE USE ONLY (For Internal Use)					
Candidate Assessment Information					
Position Title:			Candidate Name:		
Hiring Manager:			Interview Date:		
Factor	Rating				
	Not a fit				Fit
Knowledge, Skills, And abilities required by the job.	1	2	3	4	5
Communicate at an appropriate level for the job.	1	2	3	4	5
Work history suitable for the position.	1	2	3	4	5
Educational background suitable for the position.	1	2	3	4	5
Candidate's personality fits with culture.	1	2	3	4	5
Core Skills (Please mention):	1	2	3	4	5
Others :	1	2	3	4	5
Overall Assessment :	1	2	3	4	5
Hire recommendation :	Yes	No			
Comments:					
Introducer Name (if any):			Position:		
SUCCESSFUL EMPLOYMENT					
Date of Offer of Employment:		Candidate Acceptance of Employment:		Yes No	
Date of Acceptance of Employment:		Type of Employment:			
Commencement Date:		Probation:			
Job Title & Job Grade:		Department:			
Reporting to:		Location:			
Basic Salary:		Allowance Type (if any):			
Adjustment of basic salary upon confirmation (if any):					
Processed By:	Verified By:		Approved By:		
Name (Signature):	Name (Signature):		Name (Signature):		
Position:	Position: HR MANAGER CAROL LOU		Position: JOVELYN LAI EXECUTIVE DIRECTOR		
Date:	Date:		Date:		
N2N-HR-T-002-v4.0					