

# EMPLOYMENT APPLICATION FORM



## INSTRUCTIONS

- 1 Kindly complete the form fully and accurately.
- 2 All information provided will be kept in strictest confidence.
- 3 Completion of the application form does NOT guarantee employment.

## PART I ( to be completed by applicant)

Post Applied For : .....  
Expected Salary : .....  
Telephone Contact : H/P : ..... Off : .....  
E-mail : .....  
Application Date : .....

Affix passport size  
photograph here

## PERSONAL PARTICULARS

Name : .....  
NRIC No : ..... (new).....(old) Color : .....  
Place Of Birth : ..... Date : .....  
Gender : Male ☐ Female ☐ Height : .....(cm) Weight : .....(kg)  
Marital Status : Single ☐ Married ☐ Divorced ☐ Widow / (er) ☐  
Nationality : ..... Race : ..... Religion : .....  
Residence Address : .....  
.....  
..... Telephone Number : .....  
E.P.F : ..... Socso No : ..... Income Tax No : .....  
Bank : ..... Account No : .....

## ACADEMIC

### SECONDARY SCHOOL

NAME AND ADDRESS OF SCHOOL	PERIOD	from	to	ACHIEVEMENT

### TERTIARY EDUCATION

UNIVERSITY / INSTITUTE / COLLEGE	PERIOD	from	to	ACHIEVEMENT

## WORKING EXPERIENCE

EMPLOYER	DESIGNATION	PERIOD	JOB SPECIFICATION	SALARY
1.				
Reason of Leaving :				
2.				
Reason of Leaving :				
3.				
Reason of Leaving :				
4.				
Reason of Leaving :				
5.				
Reason of Leaving :				
6.				
Reason of Leaving :				

## GENERAL INFORMATION

Spoken

Written

☐ English

Fluent ☐ Fair ☐ Poor ☐

Fluent ☐ Fair ☐ Poor ☐

☐ Bahasa Malaysia

Fluent ☐ Fair ☐ Poor ☐

Fluent ☐ Fair ☐ Poor ☐

☐ Others .....

Fluent ☐ Fair ☐ Poor ☐

Fluent ☐ Fair ☐ Poor ☐

1. Adequate understanding of written and spoken English

Yes ☐ No ☐

2. Ability to understand instructions in English

Yes ☐ No ☐

3. Willing to accept different / other position than applied?

Yes ☐ No ☐

4. What skills or qualification do you have? .....  
 .....  
 .....

5. List any physical disability or health problems : .....  
 .....  
 .....

6. Have you ever been convicted in Court Of Law or any kind of crime?      ☐ Yes    ☐ No. If YES,  
 Please indicate date and offences. ....  
 .....  
 .....

7. Do you know anyone in Inai Kiara Sdn. Bhd.?
 

Name : ..... Occupation : .....  
 Period Acquainted : .....(year) Relation : .....

8. Do you have any comment (s) to support your application? .....  
 .....  
 .....

## Referees

Name : ..... Occupation : .....  
Period Acquainted : .....(year) Relation : .....Tel No : .....  
Name : ..... Occupation : .....  
Period Acquainted : .....(year) Relation : .....Tel No : .....

## Declaration

I hereby confirm that the above information given is correct. I understand that if it is subsequently disclosed that I have willfully given false information or withheld any information which may act to my disadvantages, my application will be disqualified, or if I have been appointed, the Company may terminate my service without due notice. I authorise investigation of all statements contained in this application on my qualifications and past working experiences if I am considered for employment.

Date : ..... Signature : .....

*P/S : Please attach all copy of supporting documents in support to your application*

## PART II ( to be filled by interviewing officer)

### FOR OFFICE USE ONLY

#### Head of Department / Division.

Interviewed by : ..... Date of interview : .....  
Recommended Salary : RM..... Date To Commence : .....  
Comments : ..... Allowance (s) - (if any) : RM.....  
.....  
.....  
.....  
Signature

#### Group Executive Chairman / Executive Director / Director

Comments : .....  
.....  
.....  
.....  
Signature