



THE SUNWAY GROUP APPLICATION FOR EMPLOYMENT



1. Please write in block letters. Tick (✓) in the appropriate boxes.
2. No space should be left blank. If it is not applicable, write 'NA' or 'NIL'.
3. Copies of NRIC, certificates, testimonials, past 3 months pay slips should be attached to the form.

POSITION APPLIED FOR: _____

How did you come to know of this vacancy?

- ☐ The Sunway Group Website ☐ Walk/ Write-in ☐ Newspaper/Magazine (please specify: _____)
- ☐ Jobstreet/ LinkedIn/ Other Online Source ☐ Career Fair/ Talk ☐ Search Agent/ Employment Agency ☐ Professional Association
- ☐ Friends/ Relatives from The Sunway Group ☐ Others (please specify: _____)

Have you previously applied for a job in The Sunway Group?

☐ Yes ☐ No

If yes, please indicate

Co: _____ Position: _____ Location: _____ Year: _____

Have you been previously employed (including internship) by The Sunway Group?

☐ Yes ☐ No

If yes, please indicate

Co: _____ Last position held: _____ Period: From _____ To _____

Reason(s) for leaving: _____

A. PERSONAL PARTICULARS

NRIC NO.
(NEW)

PASSPORT NO.

PASSPORT COUNTRY

Please indicate if you are a Permanent Resident of Malaysia

☐ Yes, PR Effective Date:

☐ No

EXPIRY DATE (DD-MM-YYYY)

NAME AS PER NRIC/ PASSPORT (Mr./ Ms./ Others: _____)

NATIONALITY

Please indicate:

FIRST NAME (GIVEN NAME) _____ LAST NAME (FAMILY NAME) _____

PERMANENT ADDRESS

CITY

STATE

POSTAL CODE

COUNTRY

TEL (MOBILE)

TEL (HOUSE)

CORRESPONDENCE ADDRESS (If different from Permanent Address)

CITY

STATE

POSTAL CODE

COUNTRY

TEL (HOUSE)

TEL (OFFICE)

EMAIL ADDRESS

RACE

BUMIPUTERA ☐ Yes ☐ No

RELIGION

PLACE OF BIRTH (TOWN / STATE)

DATE OF BIRTH (DD-MM-YYYY)

GENDER ☐ MALE ☐ FEMALE AGE MARITAL STATUS: ☐ Single ☐ Married ☐ Others, please state: _____

AFFIX RECENT
PHOTOGRAPH

(Please write your
name at the back)

FOR OFFICE USE ONLY

RECOMMENDATION:

- ☐ MAKE AN OFFER
- ☐ K.I.V
- ☐ REJECTED

CHECKLIST :

- ☐ Copy of NRIC
- ☐ CV
- ☐ Last 3 mths Pay Slips
- ☐ CIDB
- ☐ Cert(s)
- ☐ M ☐ B ☐ D
- ☐ C ☐ SPM/PMR
- ☐ MBB
- ☐ eSR
- ☐ FBI / HBRI
- ☐ Propose Med Chk Up Date

Reference No.

OL _____

ML _____ Place _____

MBB _____

Others _____

1. Have you been convicted of a criminal offence in a court of law including traffic offence or declared a bankrupt ? ☐ Yes ☐ No

If **yes**, please provide details _____

2. Are you currently involved in any IR cases in your company, Ministry of Industrial Relations/Human Resources and the Industrial Court ? ☐ Yes ☐ No

If **yes**, please provide details _____

3. Do you have any relatives working in The Sunway Group? ☐ Yes ☐ No

If **yes**, please provide details
 Name: _____ Position: _____ Co: _____ Relationship: _____

4. Do you hold a driving licence? ☐ Yes ☐ No

If **yes**, please select
☐ Car ☐ Motorcycle ☐ Lorry/ Van State Class: _____

5. Sports/ Hobbies/ Interests _____

6. Physical disabilities ☐ Yes, OKU Ref No: _____ ☐ No

Major illness suffered since birth ☐ Yes ☐ No

Surgery/ Hospitalisation ☐ Yes ☐ No

If **yes** to any of above, please provide details _____

7. Are you pregnant? ☐ Yes ☐ No

8. Other information which is important to you and to us: aims, ambitions, special aptitude etc.

B. EDUCATION AND TRAINING

Type of Institution	Name of Institution	Country	Duration		Graduated Y/N	Qualification Level (Degree, Diploma, Cert)	Qualification Name	Field of Study		Result (eg. CGPA, GPA)	Highest Qual Y/N
			From (Year)	To (Year)				Major	Minor		
Secondary School (last attended)											
Vocational School & Technical Institute											
College or University											
Training Courses attended / Currently Pursuing											

Academic Achievements And Activities

Please list academic honors, scholarships or fellowships; membership in academic honorary societies; participation or offices held in extra-curricular activities you consider significant.

C. LANGUAGE/ DIALECTS

	Written	Proficiency Read	Spoken	Rate Proficiency
Bahasa Malaysia				1. Beginner
English				2. Intermediate
				3. Proficient
				4. Native

D. PRESENT EMPLOYMENT RECORD

Present Employer : _____ Date Joined : _____
Address : _____
Nature of Business : _____ No. of employees : _____

Commencing Position

Job Title : _____ Basic Salary (RM) : _____
Reporting to (Position) : _____ Allowance (RM) : _____

Current Position

Job Title : _____ Basic Salary (RM) : _____
Reporting to (Position) : _____ Allowance (RM) : _____
Key Responsibilities : _____ Last Bonus : _____ (Mths)

No. Of Staff Supervised : _____

Reason(s) for wanting to leave: _____

E. PAST EMPLOYMENT RECORD

E. PAST EMPLOYMENT RECORD		List most recent job first and indicate any period in which you were not employed									
Name of Employer	Last Position held	Salary (RM)		Date				Reason(s) for leaving			
		Commencing	Last Drawn	Joined		Left					
				M	M	Y	Y		M	M	Y

Do you have any objection to our contacting your present employer to verify the above?

- ☐ No, you may contact any time. Contact Person: _____ Tel. No: _____
- ☐ Do not contact now, you may contact at a later date. (please specify when) _____

F. REFEREES

List two (2) referees whom we may approach for reference. Referees should not be members of your family.

Salutation (Mr/Ms/Prof)	Name	Occupation	Email Address	Tel No.	Years Known
1					
2					

If offered employment, when can you join us? _____

State minimum salary per month expected: **RM** _____
(fringe benefits should be separately treated and classified during interview if desired)

G. DECLARATION

I hereby declare that the information given by me in this form is correct and true to the best of my knowledge.

I have read the Personal Data Protection Notice provided by Sunway pursuant to section 7 of Personal Data Protection Act 2010 (attached Appendix A), which includes purposes for which my personal data is collected/ processed and classes of third parties to whom Sunway may disclose my personal data to.

I hereby give consent to Sunway to process my personal data in accordance with the Personal Data Protection Notice.

I also hereby warrant that I have obtained all necessary consent from the third party where I have provided their personal information as part of my application.

I consent to any educational institution at which I have previously been a student and/or my current or any past employer, providing Sunway with information which they hold about me for the purpose of Sunway verifying my grades and/or qualifications and experience.

I fully understand and accept that if at any time after engagement, it is found that a false declaration has been made in this form, the employer has the absolute right to terminate my employment forthwith.

Name

Signature

Date

FOR OFFICE USE ONLY

<input type="checkbox"/> New Position <input type="checkbox"/> Replacement Position ID : _____ Commercial Title : _____ Corporate Title : _____ <input type="checkbox"/> Executive Grade <input type="checkbox"/> Non-executive Grade _____ _____ Date of Commencement : _____ Employment Type: <input type="checkbox"/> Permanent <input type="checkbox"/> Contract Duration : _____ Month(s) <input type="checkbox"/> Internship Duration : _____ Month(s) Entity : _____ Statutory Entity : _____ Division : _____ Department : _____ Section : _____ Cost Center : _____ Subcost Center : _____ Location : _____ OT Category : _____ Shift Group : _____ Reporting to : _____ (Name) _____ (Position ID)	Commencing salary: RM _____ per month SWG Range <u>High</u> <u>Mid</u> <u>Low</u> RM : _____ RM : _____ RM : _____ Type of Allowances: <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> Car <input type="checkbox"/> Site <input type="checkbox"/> Motorcycle <input type="checkbox"/> Others, Please specify </div> <div style="width: 60%;"> RM : _____ RM : _____ RM : _____ RM : _____ </div> </div> Probationary period: _____ months Annual leave entitlement: _____ Working Hours: _____ Working days: _____ Public holiday entitlement: _____
Reference Check (compulsory for EG5 & above) Conducted: <input type="checkbox"/> Yes <input type="checkbox"/> No Conducted by : _____ Date : _____ Focused Behavioural Interview (compulsory for EG5 & above; and HR Executives & above) Conducted: <input type="checkbox"/> Yes <input type="checkbox"/> No Conducted by : _____ Date : _____ Note: <i>All Reference Check and FBI documents must be attached and kept in Personal Files. Please refer Reference Check & FBI policies.</i>	For SWG Ex-Staff company's reasons for leaving: _____ Documents to be attached for generating of Offer of Employment letter <input type="checkbox"/> Approved and valid SR <input type="checkbox"/> Job Description <input type="checkbox"/> Application letter / resume <input type="checkbox"/> Interview Assessment form <input type="checkbox"/> Psychometric Test (Complete with Job Profile) <input type="checkbox"/> Reference Check documents (compulsory for EG5/Manager and above) <input type="checkbox"/> Focused Behavioural Interview report (for EG5/Manager, HR Executives & above) <input type="checkbox"/> Copy of NRIC <input type="checkbox"/> Certificates & testimonials <input type="checkbox"/> Last pay slip <input type="checkbox"/> Bank passbook with the bank account no
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> _____ Name & Signature of Interviewer 1 Date: </div> <div style="width: 45%;"> _____ Name & Signature of Interviewer 2 Date: </div> </div> <div style="margin-top: 20px;"> _____ Name & Signature of SHR Date: </div>	

APPROVAL FOR EMPLOYMENT

	Name	Position	Signature	Date
Dept Head				
HR Head*				
PCM				

* where applicable