



Attach recent
Photograph

Gambar
semasa

EMPLOYMENT APPLICATION FORM

Borang Permohonan Jawatan

Note: Full resume listing past and present achievements must be attached which you consider helpful in assessing your suitability for the position.

Perhatian: Sila senaraikan kelulusan disemua universiti, kolej dan sekolah.

Kepilkan sijil-sijil kelulusan untuk memuaskan.

POSITION APPLIED FOR: HR INTERN JAWATAN YANG DIMOHON:	LOCATION: DHL ECOMMERCE MALAYSIA PUCHONG LOKASI:
HOW DO YOU LEARN ABOUT THIS VACANCY: LINKEDIN Bagaimana kamu mengetahui jawatan kosong ini:	

A. PERSONAL PARTICULARS (KETERANGAN PERIBADI)

FULL NAME (MR/MISS/MRS): NUR SYAFIAH IZWANI BINTI MUSA Nama Penuh seperti di KP:	TEL NO (House): - Telefon Rumah:
PRESENT ADDRESS: NO 7-220, BLOK CERMAI, KOLEJ CANSELMOR, Alamat Semasa:	(Office): - Pejabat:
UNIVERSITI PUTRA MALAYSIA, 43400 SERDANG, SELANGOR	(Handphone): 0187743870 Telefon Bimbit:
NRIC NO. (OLD): - (NEW): 000524010286 No Kad Pengenalan(lama): (Baru):	RACE: MELAYU Bangsa:
PLEASE INDICATE THE CLASS OF DRIVING LICENSE YOU HAVE? FULL LICENSE : D L (P) LICENCE: Kelas Lesen Pemandu	
DO YOU OWN A VEHICLE? YES / NO. PLEASE INDICATE THE TYPE: CAR / MOTORBIKE Model : KENARI AUTO Adakah kamu memiliki kereta? Nyatakan jenis kereta yang dimiliki:	
ARE YOU MARRIED? YES / NO IF YES, PLEASE INDICATE: Sudah kahwin? Sudah / Belum . Kalau sudah, nyatakan:	
1. SPOUSE OCCUPATION & EMPLOYER'S NAME : Pekerjaan suamilisteri & nama majikan:	
2. NUMBER OF CHILDREN : Bilangan anak	

B. LANGUAGE & DIALECTS PROFICIENCY (KEFASIHAN BAHASA & LOGHAT) - PLEASE LIST 3 (SILA SENARAIKAN 3)

SPOKEN LANGUAGE Bahasa Pertuturan	GOOD Baik	FAIR Sederhana	POOR Kurang baik	WRITTEN LANGUAGE Bahasa Penulisan	GOOD Baik	FAIR Sederhana	POOR Kurang baik
ENGLISH (Inggeris)	/			ENGLISH (Inggeris)	/		
Bahasa Malaysia	/			Bahasa Malaysia	/		
OTHERS Lain:				OTHERS Lain:			

C. MOST RECENT EMPLOYMENT HISTORY (PENGALAMAN BEKERJA YANG TERKINI)

NO.	NAME OF EMPLOYER Nama Majikan	FROM (MM/YR) Dari(Bulan/Tahun)	POSITION HELD Jawatan Dipegang	LAST SALARY Gaji Akhir
1.	HEDLEY BOOKS AND COFFEE	10/2022	SALES ASSISTANT	1000
	REASON FOR LEAVING: CONTINUE STUDY Sebab Berhenti:			
2.	CUDDLES THE STORE	01/2018	SALES ASSISTANT	1000
	REASON FOR LEAVING: CONTINUE STUDY Sebab Berhenti:			
3.				
	REASON FOR LEAVING: Sebab Berhenti:			

If there are any gaps of more than 4 months between employers, please provide reasons for these gaps. (Kalau ada jarak perbezaan pekerjaan yg lebih dari 4 bulan di antara majikan, sila beri sebab-sebabnya)		
FROM (MM / YR) Dari (Bulan/Tahun)	TO (MM / YR) Ke (Bulan/Tahun)	REASON (Alasan)
D. REFERENCES (PENGADILAN KELAKUAN)		
List two persons not related to you, who are familiar with your character, background or work performance, whom we may contact at any time. Preferably from your previous employers. Namakan dua orang (bukan saudara) yang mengenali anda dan boleh dihubungi pada bila bila masa untuk memberi keterangan berkenaan sikap, latar belakang atau prestasi pekerjaan anda dari majikan yang dahulu.		
NAME: Nama: DR. MOHD FAIQ ABD AZIZ	CONTACT NO: No.Talipon: +60125551326	
POSITION: Jawatan: SENIOR LECTURER	EMAIL: Emel: mohdfaiq@upm.edu.my	
COMPANY: Majikan: DEPARTMENT OF PROFESSIONAL DEVELOPMENT AND CONTINUING EDUCATION, FACULTY OF EDUCATIONAL STUDIES, UNIVERSITI PUTRA MALAYSIA.	YEARS KNOWN: Tempoh berkenalan:: 3 YEARS	
NAME: Nama: PROF. MADYA DR. NOR WAHIZA ABD WAHAT	CONTACT NO: No.Talipon: +60122078054	
POSITION: Jawatan: HEAD OF DEPARTMENT	EMAIL: Emel: wahiza@upm.edu.my	
COMPANY: Majikan: DEPARTMENT OF PROFESSIONAL DEVELOPMENT AND CONTINUING EDUCATION, FACULTY OF EDUCATIONAL STUDIES, UNIVERSITI PUTRA MALAYSIA.	YEARS KNOWN: Tempoh berkenalan: 3 YEARS	
E. DECLARATIONS AND AUTHORIZATIONS (PENGUMUMAN DAN PEMBERIAN KUASA)		
1. Do you have any immediate family members/friends/relatives working in this company? Yes(Ya) _____ No(Tidak) _____ . If yes, please state the name, designation and relation: Adakah kamu mempunyai ahli keluarga/kawan/saudara bekerja disyarikat ini? Jika ya, sila berikan nama, jawatan dan perhubungan beliau.		
2. Any history of illness/operations or physical impairment? Yes (Ya) _____ No (Tidak) _____ If yes, give brief details: Pernahkah kamu mengalami apa-apa penyakit ataupun cedera parah? Jika ya, sila berikan keterangan lanjut.		
3. Is there any relationship (financial or otherwise) that could result in conflict of interest between you and DHL? Yes (Ya) _____ No (Tidak) _____ . If yes, please give details: (e.g. directorship of self or immediate family) Adakah kamu mempunyai apa-apa kepentingan yang bercanggah dengan DHL? Jika ya, sila berikan keterangan lanjut.		
4. Have you ever been dismissed/suspended from any position, or subject to internal disciplinary action by any of your previous employers? Yes (Ya) _____ No (Tidak) _____ If yes, please give details: Pernahkah kamu dipecat/digantung kerja dari apa-apa jawatan, atau mungkin dalam tindakan disiplin oleh majikan yang dahulu? Jika ya, sila berikan keterangan lanjut:		
5. Have you ever been a bankrupt? Yes (Ya) _____ No (Tidak) _____ If yes, please give details: Pernahkah anda mufliis? Jika ya, sila berikan keterangan lanjut:		
6. Have you ever been charged for a criminal offence? Yes (Ya) _____ No (Tidak) _____ Pernahkah tuduhan jenayah dikenakan? If yes, have you been convicted? Yes (Ya) _____ No (Tidak) _____ Jika ya, adakah kamu didakwa di mana-mana mahkamah? Please give details: Sila berikan keterangan lanjut:		
7. Expected Salary? _____ Jangkaan Gaji?	When can you start work? 13 FEBRUARY 2023 Bilakah kamu boleh mula bekerja?	

THIS APPLICATION IS NOT COMPLETE UNTIL THE FOLLOWING HAS BEEN READ AND SIGNED:

I certify that all the information provided on this application is true and complete to the best of my knowledge. I understand that any false information, misrepresentation or omission may lead to disciplinary action or summary dismissal without any compensation.

I authorize DHL (and its parent, subsidiaries, affiliates or agents) to verify all information provided in this application, including employment history, educational background (in resume) and references.

I authorize my previous employers and references indicated above to release any information they may have about me.

To the extent permissible under the law, I release DHL, and all other persons, companies or organizations, from any and all liability to me arising from providing or receiving such information relating to me. DHL will only use information collected in connection with my employment with DHL.

PERMOHONAN INI TIDAK LENGKAP SEHINGGA KETERANGAN BERIKUT TELAH DIBACA DAN DITANDATANGANI:

Saya mengesahkan bahawa keterangan yang saya beri ini adalah benar dan betul pada pengetahuan saya. Saya faham bahawa apa-apa keterangan palsu, salah nyata atau peninggalan yang saya buat didalam borang ini boleh mengakibatkan tindakan tatatertib atau pemberhentian kerja dengan serta merta tanpa ganti rugi.

Saya memberi kuasa kepada DHL (dan ibu pejabatnya, subsidiari, perkumpulan atau ejen) untuk memeriksa maklumat yang diberi didalam borang ini, termasuk pengalaman bekerja, latar belakang pendidikan dan pengadilan kelakuan.

Saya memberi kuasa kepada majikan dahulu dan pengadilan kelakuan yang dinyatakan diatas untuk memberi maklumat yang ada berkenaan saya.

Dibawah undang undang yang dibenarkan, saya membebaskan DHL, dan perseorangan yang lain, syarikat atau organisasi, dari apa-apa dan segala tanggungjawab yang dibangkit semasa memberi atau menerima maklumat yang ada kena-mengena dengan saya. DHL hanya menggunakan maklumat yang telah dikumpulkan sekadar berkaitan semasa saya bekerja di DHL.

Personal Data Protection

i) DHL is required to comply with the provisions of the Personal Data Protection Act 2010 (including any and all amendments and modifications thereto) and with DHL's Personal Information Notice For Job Applicants as annexed hereto.

ii) By making a job application to DHL, you hereby expressly consent to DHL processing personal information relating to you for the purpose of evaluating your suitability for the position(s) applied for and for purposes as stipulated in DHL's Personal Information Notice For Job Applicants as may be necessary.

iii) Further, you hereby also explicitly consent to DHL processing any and all sensitive personal data relating to you as relevant to your job application, including but not limited to the conduct of background checks, access to the results of your medical reports where it is consequent to medical examinations conducted at DHL's request and/or details of criminal records and/or convictions, as deemed necessary for the above-mentioned purpose.

Personal Information Notice

DHL is committed to protecting your personal information in accordance with Malaysian privacy laws.

The purpose of this Personal Information Notice is to bring to your attention DHL's practices and policies relating to the collection, processing and disclosure of personal information relating to job applicants.

"Personal information" in this case refers to personal information relating directly or indirectly to an identifiable job applicant.

- The personal information that DHL processes is sourced from information provided by you and/or authorised third parties in the course of your applying for a position with DHL.*

Specifically, you may be asked to provide employment related information to DHL, including but not limited to, your name, address, telephone numbers, e-mail address, date and place of birth, nationality, gender, marital status, languages spoken, educational institutions attended, grades obtained, employment history, recommendations, referee reports, bank account number, SOCSO and EPF numbers, NRIC and passport numbers, drivers license details, emergency contact information, names, birthdates and other details of your family members and dependents, etc.

DHL collects, processes and retains this personal information for its legitimate functions, including but not limited to, :

- determine your suitability for the job and vice versa;*
- general administrative and record keeping purposes;*
- audit and compliance purposes;*
- risk management and security purposes;*
- for such other purposes as may be required by law.*

DHL may also disclose this personal information to:

- third parties to whom DHL outsources certain of its internal functions;*
- other members of the Deutsche Post DHL group of companies, whether based in Malaysia or abroad; and/or*
- DHL's business associates and suppliers who are involved in the fulfillment of customer requests or the services contracted for.*

Where DHL discloses your personal information to third parties, DHL will ensure that those parties are bound to abide by DHL's, or equivalent, personal information practices and policies relating to the processing and retention of your personal information.

Please note that the provision of the personal information detailed above is a pre-condition to being considered for employment with DHL.

Should you:

- wish to limit the processing of certain aspects of your and/or another person's personal information;
- wish to exercise your right to seek access to and/or to correct your personal information retained by DHL;
- have any questions or issues regarding your personal information or have any complaints regarding the unauthorised use, disclosure or transmission of your personal information,

please feel free to write in to DHL. However, please be advised that in certain limited circumstances, your rights may be restricted pursuant to the Personal Data Protection Act 2010.

Perlindungan Data Peribadi (Bahasa Malaysia)

- DHL dikehendaki untuk mematuhi syarat-syarat di bawah Akta Perlindungan Data Peribadi 2010 (termasuk setiap dan semua pindaan dan pengubahsuaian kepada Akta tersebut) dan dengan Notis Maklumat Peribadi DHL Bagi Permohonan Pekerjaan yang dilampirkan disini.*
- Dengan memohon pekerjaan di DHL, anda dengan ini secara langsung memberikan kebenaran kepada DHL untuk memproses maklumat peribadi berkenaan diri anda bagi tujuan menganalisis kesesuaian anda untuk jawatan(-jawatan) yang dipohon dan bagi tujuan sebagaimana terkandung di dalam Notis Maklumat Peribadi DHL Bagi Permohonan Pekerjaan, jika dianggap perlu.*
- Selanjutnya, anda dengan ini secara nyata memberikan kebenaran kepada DHL untuk memproses setiap dan semua maklumat peribadi yang sensitif berkenaan anda berkaitan dengan permohonan pekerjaan anda, termasuk tetapi tidak terhad kepada pelaksanaan pemeriksaan-pemeriksaan latarbelakang, akses kepada laporan perubatan akibat daripada pemeriksaan-pemeriksaan perubatan atas permintaan DHL dan/atau butiran rekod-rekod jenayah dan/atau sabitan kesalahan, yang dianggapkan perlu bagi tujuan di atas.*

Notis Perlindungan Data Peribadi (Bahasa Malaysia)

DHL komited untuk melindungi maklumat peribadi anda mengikut undang-undang perlindungan data peribadi Malaysia.

Tujuan Notis Maklumat Peribadi ini adalah untuk mendapatkan perhatian anda terhadap tataamalan dan polisi-polisi DHL berkenaan dengan pengumpulan, pemprosesan dan penzahiran maklumat peribadi yang berkaitan dengan permohonan pekerjaan.

"Maklumat Peribadi" di dalam kes ini bermaksud maklumat peribadi yang berkaitan secara langsung atau tidak langsung dengan permohonan pekerjaan yang boleh diidentifikasi.

- Maklumat peribadi yang diproses oleh DHL adalah maklumat yang diperolehi daripada anda, sumber maklumat pihak ketiga, atau maklumat yang telah diperolehi apabila anda memohon untuk bekerja dengan DHL.

Secara khususnya, anda mungkin dikehendaki untuk memberikan maklumat yang relevan kepada pekerjaan anda dengan DHL, termasuk tetapi tidak terhad kepada, nama anda, alamat, nombor-nombor telefon, alamat e-mel, tarikh dan tempat kelahiran, kerakyatan, jantina, status perkahwinan, bahasa-bahasa pertuturan, institusi-institusi pendidikan yang telah dihadiri, gred-gred yang telah diperolehi, sejarah pekerjaan, pengesyoran-pengesyoran, laporan-laporan daripada penyokong, nombor akaun bank, nombor-nombor SOCSO dan EPF, nombor-nombor kad pengenalan dan pasport, butiran lesen memandu, butiran bagi panggilan kecemasan, nama-nama, tarikh-tarikh lahir dan butiran-butiran lain mengenai ahli-ahli keluarga dan tanggungan-tanggungan anda, dan sebagainya.

DHL mengumpul, memproses dan menyimpan maklumat peribadi ini untuk fungsi-fungsi yang sah, termasuk tetapi tidak terhad kepada:

- menilai kesesuaian anda kepada pekerjaan anda dan sebaliknya;
- bagi tujuan pentadbiran am dan penyimpanan rekod;
- bagi tujuan audit dan pematuhan;
- bagi tujuan pengurusan risiko dan keselamatan; dan
- bagi lain-lain tujuan seperti yang dikehendaki di bawah undang-undang.

DHL mungkin juga menzahirkan maklumat peribadi ini kepada:

- pihak-pihak ketiga yang mana DHL telah outsource sesuatu fungsi dalamannya;
- ahli-ahli lain daripada kumpulan syarikat Deutsche Post DHL, sama ada berpusat di Malaysia atau luar Negara; dan/atau
- rakan-rakan perniagaan dan pembekal-pembekal DHL yang terlibat di dalam memenuhi permintaan-permintaan pelanggan atau perkhidmatan-perkhidmatan yang telah dikontrakkan.

Jika DHL telah menzahirkan maklumat peribadi anda kepada pihak-pihak ketiga, DHL akan memastikan pihak-pihak ketiga tersebut bertanggungjawab untuk mematuhi tataamalan dan polisi-polisi DHL berkenaan dengan pemprosesan dan penyimpanan maklumat peribadi anda.

Sila beri perhatian bahawa syarat mengenai maklumat peribadi anda seperti terperinci di atas adalah pra-syarat bagi pertimbangan pekerjaan anda bersama DHL.

Jika anda:

- ingin menghadkan pemprosesan sesuatu aspek daripada maklumat peribadi anda atau orang lain;
- ingin melaksanakan hak anda untuk memperolehi akses kepada dan/atau untuk memperbetulkan maklumat peribadi yang disimpan oleh DHL;
- mempunyai soalan-soalan atau isu-isu berkenaan maklumat peribadi anda atau mempunyai aduan-aduan berkenaan penggunaan, penzahiran atau transmisi maklumat peribadi anda tanpa kebenaran,

sila jangan keberatan untuk menulis kepada Pengurus Sumber Manusia. Walaubagaimanapun, anda dinasihatkan bahawa di dalam keadaan tertentu, hak-hak anda mungkin terbatasi mengikut Akta Perlindungan Data Peribadi 2010.

Signature : _____
Tandatangan:

Date : 3 JANUARY 2023
Tarikh:

F. FOR OFFICIAL USE (UNTUK KEGUNAAN PEJABAT)

THIS SECTION MUST BE COMPLETED BY THE HIRING MANAGER FOR LETTER OF OFFER WHERE APPLICABLE TO THE EMPLOYEE RESOURCING MANAGER-HR.

Interviewer's comments: _____

The interviewer's recommendation is:

☐ Employ as: _____ Commencing Date: _____ Service Centre: _____

Reporting to: _____ Job Grade: _____

Starting Salary: RM _____ Allowance/Incentives (specify): _____

☐ Consider for _____ Service Centre: _____

☐ Reject Application

Interviewer's Name: _____ Service Centre: _____

Signature: _____ Date: _____

This application will only be kept for three (3) months (if not successful)

AUTHORIZATION FOR RELEASE OF INFORMATION FOR EMPLOYMENT PURPOSES

Background Screening Disclosure

I hereby authorize **Verity Intelligence Sdn Bhd** and its designated agents and representatives to conduct a comprehensive review of my background through a consumer report and/or a background check report to be generated for employment, promotion, reassignment or retention as an employee. I understand that the scope of the report/background check report may include, but is not limited to, the following areas: names and dates of previous/current employment, work experience, workers compensation/claims, criminal history records (from local, state, federal, international, other law enforcement agencies' and regulatory bodies), wants and warrants records, motor vehicle records, educational verification, license verification, credit history, civil cases, any sanction lists, and drug testing.

Authorization and Release

I, _____, authorize the complete release of these records or data pertaining to me which an individual, company, firm, corporation, or public agency may have. I authorize the full release of the information described above, without any reservation. I hereby release **Verity Intelligence Sdn Bhd** and its agents, officials, representatives, or assigned agencies, including officers, employees, or related personnel both individually and collectively, from any and all liability for damages of whatever kind, which may at any time, result to me, my heirs, family or associates because of compliance with this authorization for release form. I certify that all information provided below and on my resume is correct to the best of my knowledge. Any false statements provided in this form and my resume will be considered just cause for the termination of employment at any time. This authorization and consent shall be valid in original, fax, or copy form.

The following information is required by law enforcement agencies and other entities for identification purposes when checking records. It is confidential and will not be used for any other purpose.

Applicant's Name: NUR SYAFIAH IZWANI BINTI MUSA (_____) _____ Mobile Phone _____

ID Number: _____ -- _____ -- _____ /_____/_____/_____(Month)(Day)(Year)
Date of Birth (This will not affect hiring decision)

Passport Number: _____

Current Address: _____

Applicants Signature

Date:

Have you been convicted of or pleaded no contest to a felony/crime?

Yes _____ No _____ If yes, please explain: _____

