

PERSONAL DETAILS

NAME IN FULL (NRIC/PASSPORT):		
SEX / GENDER		
TITLE		
NATIONALITY		
NRIC / PASSPORT NO.		
DATE OF BIRTH & PLACE		
RACE	IF OTHER, SPECIFY:	
MARITAL STATUS (please tick)	<input type="checkbox"/>	Single
	<input type="checkbox"/>	Married and husband or wife is not working
	<input type="checkbox"/>	Married and husband or wife is working, divorced or widowed or single with adopted child
PERSONAL EMAIL		
ADDRESS TYPE		
ADDRESS LINE 1		
ADDRESS LINE 2		
ADDRESS LINE 3		
CITY		
POST CODE		
STATE		
COUNTRY		
MOBILE PHONE NUMBER		
BANK NAME		
BANK ACCOUNT NUMBER		
EPF NUMBER		
SOCSCO NUMBER		
INCOME TAX NUMBER		

Note : If you have been previously employed in current year prior joining to Manpower Group of Companies do fill in the TP3 form for monthly tax deduction purpose and return to us together with this Personal Details Form

EDUCATION & QUALIFICATION	DATE (MONTH/YEAR):	
	INSTITUTE:	
	QUALIFICATION:	
SPOUSE INFORMATION REQUIRED, IF MARRIED	FULL NAME :	
	NRIC/PASSPORT :	
	NATIONALITY :	
	DATE OF MARRIAGE :	
	SPOUSE ADDRESS :	
	SPOUSE PHONE NUMBER :	
PCB INFORMATION		
CHILDREN INFORMATION REQUIRED, FOR CHILDREN CLAIMED BY OWNSELF	TOTAL NUMBER OF CHILDREN	
	<18 YEARS :	
	AGE >= 18 YEARS & STUDYING (INCL. CERTIFICATE/MATRICULATION)	
	AGE > 18 YEARS & STUDYING (DIPLOMA & HIGHER) :	
	DISABLED CHILD :	
	DISABLED CHILD >= 18 YEARS & STUDYING (DIPLOMA & HIGHER) :	
HANDICAPPED STATUS	PERSONAL	
	SPOUSE	
IF CASE OF AN EMERGENCY, WHO SHOULD WE CONTACT?	FULL NAME :	
RELATION		
GENDER		
EMAIL ADDRESS		
CONTACT NO	HOME.:	
	MOBILE.:	
ADDRESS		



ManpowerGroup Privacy Notice

Pursuant to the **Personal Data Protection Act 2010** (“the Act”) that came into force on **15th November 2013**, ManpowerGroup (Malaysia) endeavours to take reasonable precautions and exercise due diligence in ensuring that your personal data is treated in full confidence.

ManpowerGroup understands that the privacy of your personal data is important to you. The nature of our business requires us to collect and maintain personal information, and we understand that we have a responsibility to protect it. This notice describes the types of personal information we collect, how we may use that information, and how we protect it. We also provide information on how you can update your information or contact us with questions about our privacy practices.

Information We Collect

When you create a ManpowerGroup account and/or apply for a job, we ask for personal information such as:

- Your name, mailing address, phone number, email address, and other contact information;
- Your country of residence;
- Information related to your current and past employment, such as the industries in which you have worked, and your current and past job titles;
- Your work experience and compensation;
- Your skills and abilities, including language proficiencies;
- Your education, including degrees held and institutions attended;
- Your preferences regarding the type of employment or job placement you are seeking;
- Your anticipated availability to begin work; and
- The names and contact information for those you refer under our Tell A Friend Program.

You also may elect to upload a resume or curriculum vitae, which will provide any personal information you have chosen to disclose to us by including it in the file you upload. If you decide to contact us directly or through an internet application, we will receive the contact information you provided so that we could respond and any other personal information you chose to include in your message.

You may elect not to provide us with all of the information we request. . However, if you do not provide the information we have requested, we will not be able to provide you with an account or be able to use our internet applications that facilitate job placement.

We may combine information we collect about you with other information we receive from additional sources, such as information you may have provided to us by other means or information collected by our job placement consultants.

How We Use Your Information

ManpowerGroup uses your information to provide you with job placement services. We also may use your information for a variety of related purposes and other business functions, such as:

- To establish and maintain an employment or staffing/placement relationship with you;
- To fulfill your requests for information and to communicate with you, such as alerting you to available positions or services we offer;
- To provide you with services, such as job placement, training, career counseling, or career transition services;
- To arrange employment or temporary assignments for you;
- To assess whether you are qualified for a position or task;
- To consider and address feedback you may provide to us;
- To provide referral services, such as if you refer a friend or colleague to us, or if we refer you to a client;
- To inform our clients, candidates and business partners about our services;
- For the performance of our placement, management, or other services agreements with our clients, including billing and enforcing payment arrangements;
- To help us administer or improve our business and our services, the applications and other processes we use to deliver those services, and the promotional materials we have developed to describe those services;
- To perform certain research and analyses;
- To protect the integrity of or to improve our websites, information systems, and security;
- To prevent physical harm or financial loss; and
- For certain administrative purposes, such as risk management, to fulfill legal obligations or address compliance needs, and to resolve or defend legal claims.

Information We Share

We may share the personal information we collect about you with other parties. For example, we may share information about you with our clients in order to identify appropriate job opportunities for you. We also may share your information:

- With our subsidiaries and affiliates;
- With clients who may have job opportunities available or interest in placing our candidates;
- With business partners, such as job placement consultants;

- With service providers, who are only authorized to use information to perform services on our behalf or for limited administrative purposes, such as complying with legal requirements;
- When reasonably requested or required by law enforcement authorities or other government officials;
- When otherwise required by law or in response to legal process;
- When we believe disclosure is appropriate to prevent physical harm or financial loss;
- When reasonably necessary to an investigation of suspected or actual illegal activity;
- As needed to protect the vital interests of an individual; and
- In the event we sell or transfer all or a portion of our business or assets.

Information Security

We maintain administrative, physical, and technical safeguards intended to protect against the loss, misuse, or unauthorized access, acquisition, alteration or destruction of information we collect through physical and automated means. Your ManpowerGroup account is protected by your log-in credentials, which you must keep secure and confidential.

We communicate our privacy and security guidelines and standards to ManpowerGroup employees and enforce these requirements within the company.

We also require that our suppliers protect your personal information collected against loss, misuse or unauthorized access, acquisition, alteration or destruction.

Accessing and Correcting Your Information

ManpowerGroup endeavors to maintain accurate information and provides you with options to update your information. You can log into your account and modify your information at any time using your log-in credentials. You also may request that we update your information by contacting us through one of the methods specified in the "How to Contact Us" section of this notice.

International Data Transfer

ManpowerGroup is a global company that operates in numerous worldwide locations. We also work with business partners and clients in multiple worldwide locations. We may transfer the personal information we collect to any country where we do business. Those countries may not have the same data protection laws as the country in which you reside. No matter where we transfer personal information collected, that information will be subject to the policies and protections described by this notice.

Links to Other Sites

We may provide links to websites for your convenience and information. These sites may not be owned, controlled, or operated by us. In those cases, we cannot control how information collected by those sites will be used, shared, or secured. If you visit linked sites, we strongly

suggest that you review the privacy notices or policies posted at those sites. We are not responsible for the content of linked sites, your use of them, or the information practices of their operators.

Updates to Our Privacy Notice

This notice may be updated without prior notice to you to reflect changes in our information collection, use and security practices. If the notice is updated, we will post a new effective date to let you know when the notice was most recently updated.

How to Contact Us

You can contact us to ask a question, update your information, or file a complaint by contacting us at: myhrhelpdesk@manpower.com.my

I, hereby understand the contents of this Privacy Notice and give consent to ManpowerGroup to store, retain, use, process, share and disclose my personal data in compliance to the Personal Data Protection Act 2010.

Signature :

Name :

NRIC No./Passport No.:

Date :

**AGREEMENT
CONFIDENTIAL INFORMATION AND
INTELLECTUAL PROPERTY**

In consideration of my work **ASSIGNMENT/SECONDMENT** at the Company ("the Customer") named in my Contract of Service executed with the Manpower Staffing Services (Malaysia) Sdn Bhd to carry out specified contracted services in accordance with the Services Agreement executed between Manpower Staffing Services (Malaysia) Sdn Bhd and the Customer, I agree as follows:

1. I will not, without the Customers' prior written permission, disclose to anyone outside the Company or use in other than the Customers' business, either during or after my work assignment/placement, any confidential information or material of the Customer or its subsidiaries, or any information or material that I received or handle in performing my assigned duties and responsibilities. At the termination or dismissal of my work assignment/placement in the Company, for whatever reasons, I will return all the Customers' property in my possession, including but not limited to all confidential information or material such as drawings, notebooks, reports and other documents.

Confidential information and material of the Customer or its subsidiaries is any information or material:

- a. Generated or collected by or utilized in the operation of the Company or its subsidiaries that relates to the actual or anticipated business or research and development of the Company or its subsidiaries; or
 - b. Suggested by or resulting from any task assigned to me or work performed by me for or on behalf of the Company, and which has not been made available generally to the public.
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2. I will comply and do all things necessary for the Customer or its subsidiaries to comply, with the laws and regulations of the country of which the Customer does business, and provisions of contracts between Manpower Staffing Services (Malaysia) Sdn Bhd and the Customer or its subsidiaries that relate to intellectual property or to the safeguarding of information.
 3. I will undertake to **indemnify** Manpower Staffing Services (Malaysia) Sdn Bhd against any loss or damage or any possible claim or any action in court filed by the Customer or its

subsidiaries as result of my negligent and reckless conduct involving confidential information during the course of my work assignment AND post termination of employment.

4. I will undertake that there will be **no cause of action** against Manpower Staffing Services (Malaysia) Sdn Bhd and/or the Customer to remedy any monetary loss or to seek for reinstatement arising from termination of my employment as a result of breach of the terms of this Agreement.
5. The term "subsidiaries" as used in this Agreement, includes any entity owned or controlled, directly or indirectly, by the Customer.

I, hereby understand the contents of this Agreement and agree to the terms and conditions set forth above.

Signature : _____

Name : _____

NRIC No./Passport No. : _____

Date : _____

In the presence of:

For and on behalf of Manpower Staffing Services (Malaysia) Sdn Bhd

Signature : _____

Name : _____

Designation : _____

Date : _____



Manpower

REFERENCES

A) Applicants with previous work experience must furnish 2 referees (i.e. former supervisors)

Name:	Name
Tel No.	Tel No
E-Mail	E-Mail
Designation:	Designation
Company	Company

B) for Fresh graduates, please attach testimonial from your college/university

DECLARATION

1) Have you ever been convicted in a court of law in any country? YES/NO

If YES, please provide details: _____

2) Are there any legal proceedings currently taken against you? YES/NO

If YES, please provide details: _____

3) Have you ever been declared of bankruptcy? YES/NO

If YES, please provide details: _____

4) Have you been terminated/dismissed by any of your previous employer? YES/NO

If YES, please provide details: _____

5) Have you ever been employed by Manpower (i.e. as an Associate or direct employee)? YES/NO

If YES, please provide details: _____

6) Do you have any family member/relative in the employment of our company? YES/NO

If YES, who: _____

I declare that to the best of my knowledge, the particulars provided are true and I hereby give consent to the company to investigate all statements contained in this application. I understand a misrepresentation or omission of facts called herein will be sufficient cause for cancellation of consideration of employment or dismissal from the Company's service if I have been employed.

Name: _____ Date: _____

Signature: _____

Pre Employment Health Declaration Form (please circle your answers)

WORK RELATED HEALTH HISTORY				If YES, give details and dates
a. Have you ever left, or been denied a job on health grounds?	YES	NO		
HEALTH RELATED HISTORY				If YES, give details and dates
a. Conditions of the heart? High blood pressure? Heart attacks? Angina?	YES	NO		
b. Migraine or persistent headaches?	YES	NO		
c. Eye conditions? Restricted vision? Glaucoma? Iritis? Any other condition?	YES	NO		
d. Ear conditions? Restricted hearing? Tinnitus? Ear infections?	YES	NO		
e. Alcohol or drug problems? Problems related to alcohol or drug usage or dependency?	YES	NO		
f. Mental illness and/or stress related problems? Nervous breakdown? Mental fatigue? Anxiety? Depression? Panic attacks? Significant sleep disturbance? Stress related problems? Eating disorders? Self harm? Any other conditions?	YES	NO		
g. Have you consulted a specialist or needed any operations other than already stated?	YES	NO		
h. Have you spent any time in hospital other than already stated?	YES	NO		
i. Are you receiving medical treatment at the present time?	YES	NO		
j. Do you take any regular medication?	YES	NO		
k. Have you any other health issues that have not been mentioned above or about which you would like to provide further details?	YES	NO		
l. Are you facing any post Covid health related issue? Please specify the symptoms if any.	YES	NO		
m. Are you pregnant? If yes, how many months?	YES	NO		
n. How many days of Medical Leave prior joining Manpower? Please provide the record. Please provide 1 most recent 2 years record of Medical Leave and Hospitalization leave taken before joining Manpower.	YES	NO		

DECLARATION – To be completed by applicant

I declare that all the above declaration is accurate and to my best knowledge. If I'm found providing false info, the company has the right to terminate my employment.

Name (BLOCK CAPITALS):

Signature:

Date: