

I. Personal Details

Name			
I/C No		Gender	
Date of Birth			
Place of Birth			
Race			
Religion			
Citizenship			
Marital Status			
Telephone Number			
Address			

II. Family Particulars

Spouse's Name			
Date of Marriage			
Occupation			
Name of Spouse's Employer			
Name of Children	1)	(Age)	
	2)	(Age)	
	3)	(Age)	
	4)	(Age)	
Father's Name	(Occupation)		
Mother's Name	(Occupation)		
Name of Siblings	1)	(Age)	
	2)	(Age)	
	3)	(Age)	
	4)	(Age)	
Person to be notified in case of emergency			
Name			
Relationship			
Telephone Number			
Address			

III. Education & Training

Tertiary Qualification	Qualification Acquired	Name of University / College / Institution	Graduation Year
1 st Degree (if any)			
2 nd Degree (if any)			
Diploma			
Certificate			
Others			

Secondary Qualification	Grade	Name of School	Year

Language and Dialects	(1 = Slight 2 = Fair 3 = Fluent)		
	Speak	Read	Write

IV. Employment Records

Employer's Name	Position Held	Period		Last Drawn Salary	Reason for leaving
		From	To		

Give brief description of present work and responsibilities:

What is your salary expectation?

How soon can you start work if offered employment?

V. Other Information

Give brief details of present recreational activities and hobbies:

Are you an official member of any club, association, church, community centre, etc?

Do you own a vehicle? YES / NO
Do you have a valid driving license? YES / NO
Willing to travel? YES / NO

Have you taken any loan? YES / NO
If yes, explain nature of loan:

You have any physical disability, handicap, serious illness or accidental injury? YES / NO
If yes, explain in full:

Do you have any other information which will help us to consider your application:

I hereby declare that the particulars given by me in this application form are true and correct to the best of my knowledge and belief. I fully understand and accept that if I am employed, any false statements on this application form shall be considered as a sufficient cause for dismissal.

Signature of Applicant

Date

FOR OFFICE USE ONLY

Interviewed By	
Interview Date	
Commencement Date	
Commencement Salary	
Approved By	