

**EMPLOYMENT APPLICATION (OFFICE)**

PASSPORT-SIZE  
PHOTO

Full Name (according to I/C):

Position Applied:

Date of Birth:

Age:

Place of Birth:

I/C. No. (old)

New I/C. No.:

Passport No.:

Expiry Date:

Residential Status:

Nationality:

Race:

Religion:

Sex:

Marital Status:

No. of Children:

Home Address

Correspondence Address

Telephone Nos. (Office):

(Home):

EPF No.:

SOCSSO NO.:

Tax File No.:

**LANGUAGE (Good / Fair / Poor)**

	<u>Speak</u>	<u>Read</u>	<u>Write</u>
English	_____	_____	_____
Bahasa Malaysia	_____	_____	_____
Mandarin	_____	_____	_____
Other dialects	_____	_____	_____
(please specify) _____	_____	_____	_____

**EDUCATION & QUALIFICATIONS**

Name of Schools/Colleges/Universities	Period		Qualification Achieved
	From	To	

**EMPLOYMENT - PAST & PRESENT**

Name & Address of Employer	Period		Position Held	Salary Per mth	Reason for Leaving
	From	To			

Expected Date of Commencement:

Expected Salary per month:

**RECREATIONAL ACTIVITIES**

Member of Clubs, Associations, etc.	Position Held	No. of Years

Hobbies:

References:

1. Name: \_\_\_\_\_

Contact # : \_\_\_\_\_

2. Name: \_\_\_\_\_

Contact # : \_\_\_\_\_

I hereby confirm that the information provided are true and correct and understand that the Company has the right to conduct verifications through the above references as and when necessary.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_