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## EMPLOYMENT APPLICATION FORM

HLDG-FRM-HR-01

Notes :

1. Please indicate NA / NIL where not applicable.
2. Please enclose photocopies of your latest earned Payslips, NRIC / Passport info pages, certificates and testimonial with this application form. The originals should be made available at the interview.
3. All information given will be treated as strictly confidential.

Date :

### 1. POSITION APPLIED FOR :

### 2. APPLICANT'S PERSONAL PARTICULARS :

Name (as per NRIC / Passport)

Residential Address

Postcode

Town

State

Mailing Address

Postcode

Town

State

Contact Numbers :

Residential

Office

Mobile

Email :

Gender (please tick ✓)

Male

Female

Date of Birth

Age

Place of Birth

Nationality

Permanent Residency (if applicable)

NRIC Number (new)

(old)

Passport No. (foreign applicant only) Visa No. & Class of Visa (foreign applicants only)

Vehicle Owned ?

Yes / No

Class of Driving License

Willing to travel (out of town) ?  
Yes / No

EPF No.

SOCSSO No.

LHDN Income Tax No.

Languages :

(written)

(spoken)

English

Fluent 5 4 3 2 1 Fair

Fluent 5 4 3 2 1 Fair

Bahasa Malaysia

Fluent 5 4 3 2 1 Fair

Fluent 5 4 3 2 1 Fair

Mandarin

Fluent 5 4 3 2 1 Fair

Fluent 5 4 3 2 1 Fair

Others, please specify

Fluent 5 4 3 2 1 Fair

Fluent 5 4 3 2 1 Fair

Marital Status

Single / Married / Divorced / Widowed (please circle)

Illness / Disability (please specify)

Smoker ?

Yes / No

Number of Medical / Hospitalisation Leave (past 12 months)

### 3. FAMILY DETAILS :

#### A. Parents / Guardians

Father / Guardian

Mother / Guardian

Name

Age

Occupation

Employer

Citizenship

Contact Number

Address

Postcode

Town

State

#### B. Spouse

Name

Age

NRIC / Passport Number

Contact Numbers :

Residential

Office

Mobile

Nationality

LHDN Income Tax Number

Occupation

Employer's Name

Employer Address

Postcode

Town

State

#### C. Children *(including legally adopted child)*

Name

Age / Gender

Schooling / Employed *(please specify)*


#### D. Siblings *(including the applicant)*

Name

Age / Gender

Schooling / Employed *(please specify)*


**4. QUALIFICATIONS** *(please enclose certified copies of certificates) :*

**A. Academic Qualifications**

School / College / University	Period ( YEAR to YEAR)	Attainment / Specialisation

**B. Professional Qualifications**

Institution	Period ( YEAR to YEAR)	Attainment / Specialisation

**c. Other Skills** *(please specify)*

*(For computer software, please state version / year)*


**5. EMPLOYMENT HISTORY** *(starting with the most recent employer) :*

<b>Employer 1</b>	Contact Number
	Date Joined
Designation	Date Left
Description of Duties	Starting Salary
Reason for Leaving	Last Earned Salary

<b>Employer 2</b>	Contact Number
	Date Joined
Designation	Date Left
Description of Duties	Starting Salary
Reason for Leaving	Last Earned Salary

<b>Employer 3</b>	Contact Number
	Date Joined
Designation	Date Left
Description of Duties	Starting Salary
Reason for Leaving	Last Earned Salary

## 6. CURRICULAR ACTIVITIES

Sports

Clubs

Others *(please specify)*

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## 7. REMUNERATION

Expected Salary

RM

Is the expected salary ☐ Negotiable  
or ☐ Not Negotiable ? *(please circle)*

Availability

Notice Period

First Avail. Date

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## 8. REFERENCE

### Referee 1

Name

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Relationship

---

Contact Numbers

---

Address

---

### Referee 2

Name

---

Relationship

---

Contact Numbers

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Address

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## 9. DECLARATION

I hereby declare that :

- A. I have never been arrested, prosecuted or convicted of any criminal offense in Malaysia or abroad.
- B. I have not and is not in the process of being declared bankrupt.
- C. I am not and have never been a drug dependent.
- D. I am not suffering from any chronic / congenital diseases and any disabilities other than those earlier declared.
- E. I have not been hospitalised for the past five (5) years and I am currently not on any continuous medication.
- F. I have never been issued any warning letter / suspension / termination for misconduct / non-performance.

*Please provide details, should your reply to any of the above not be affirmative.*

I hereby declare that all particulars given by me in this application form are, to the best of my knowledge and belief, true and correct. This declaration shall, I am employed, constitute an integral part of any service contract between the company and myself. I agree and accept that if this declaration is in any part false or incorrect, the company reserves the right to terminate my service/employment immediately without any notice or compensation.

.....  
(sign)

Date :