



Paste here for a recent photograph of yourself

APPLICATION FOR EMPLOYMENT

PLEASE READ THESE INSTRUCTIONS CAREFULLY

1. Do not leave any item blank. If it is not applicable to you, indicate 'N.A.'
2. False particulars or willful suppression of material facts will render you liable to disqualification, or, if appointed, to dismissal and/or appropriate legal proceedings.

A. POST APPLIED FOR 申请职位				
B. FULL NAME	(Eng) (英文)	(Chinese) (中文)	(Christian) (洋名)	
C. ADDRESS & CONTACT NUMBER 地址及联络电话	Residential Address 住址			Contact Number 联络号码(HP)
				(Home)
D. I/C No, NATIONALITY, RACE, MARITAL STATUS, RELIGION AND DRIVING LICENCE 国籍, 种族, 婚姻状况, 信仰及驾驶执照	I/C No 身份证号码	D.O.B 出生日期	Age 年龄	
	Nationality 国籍	Marital Status 婚姻状况	Holding any Driving Licence 是否拥有驾驶执照	Having Own Transport 是否拥有本身的交通工具
		No of kids 孩子人数		
E. PARTICULARS OF SPOUSE/PARENTS/BROTHERS/SISTERS 配偶/父母/哥哥/姐姐资料	Name 姓名	Relationship 关系	Occupation 职业	Age 年龄
F. QUALIFICATION (Attach relevant certificates for each category)(state only the highest education Level) 学历 (请附上相关恰当文件) (只需提供本身最高的学历)				
School/College/University/Professional Qualification 学校/学院/大学/专业文凭	Qualification 程度	Grade/CGPA 学分	Year of Graduation 毕业年份	Faculty/Major 主修
Secondary School 中学	Qualification 程度	Grade/CGPA 学分	Year of Graduation 毕业年份	Faculty/Major 主修

G. SCHOLARSHIP/PRIZES/AWARDS 奖学金/奖项/奖状			
(i) State any scholarship you hold or have held, indicating type, duration, value and bond (if any) 请列出你曾经持有的奖学金类型，持续时间、价值或债券（如有）			
(ii) Stated any prizes or awards you have won/indicating the reasons for which they were awarded 请列出你曾经获得的奖项或荣誉/注明授予你的原因			
H. EXTRA CURRICULAR ACTIVITIES (Please list type of activity, period and indicate any position of responsibility if any) 课外活动（请列出相关活动，时期及是否在该学会/活动担任任何要职）			
I. CURRENT EMPLOYER 目前职业于			
Name & Address of Company 公司名称及地址	Current Position 担任职位	Duration of Present Employment Entry 在职限期	Present Salary 目前在职薪金
J. REASON FOR RESIGNATION 离职原因			
K. OTHER JOB EXPERIENCES (Include part-time/internship) 其他工作经验（包括兼职/实习）			
Name & Address of Company 公司名称及地址	Current Position 担任职位	Duration of Present Employment Entry 在职限期	Present Salary 目前在职薪金

L. LANGUAGE PROFICIENCY-FLUENT, GOOD, SATISFACTORY, POOR 语言熟练度-流利, 好, 满意, 劣					
Language 语言	Standard 程度		Language 语言	Standard 程度	
	Written 写	Spoken 说		Written 写	Spoken 说

M. TELL US ABOUT YOURSELF 自我分析

(i) Hobbies 嗜好

(ii) Please give us a candid account of your personal qualities, both strength and weakness
请说出你个人特质, 优点及缺点

(iii) What are your career objectives? 你对未来的职业生涯有什么期许?

(iv) What are the things in that are important to you in a career?
你觉得什么东西在你的职业生涯中是不可或缺的?

N. APPLICANT EXPECTED MONTHLY SALARY
申请者期望每月薪金

RM _____

O. DECLARATION

I declare that the information given by me in this application for employment is true to the best of my knowledge and that I have not withheld any relevant particulars. I have disclosed all the information required to be given in this application. This declaration shall, if i am employed by the Company, be part of my contract of service. I accept that if any of the information give by me in this application for employment is in any way false, the Company shall have the right to dismiss me without notice and without assigning any reason.

Signature:..... Date: