

JOB APPLICATION FORM BORANG PERMOHONAN PEKERJAAN

Position Applied <i>Jawatan Memohon</i>						Recent Photograph <i>Gambar Terkini</i>	
PERSONAL PARTICULAR / BUTIR-BUTIR PERIBADI PEMOHON							
Full Name <i>Nama Penuh</i>							
NRIC / Passport No. <i>No. K/P / Passport</i>				Chinese Name <i>Nama Cina</i>			
Nationality <i>Kewarganegaraan</i>		Race <i>Bangsa</i>		Religion <i>Agama</i>			
Place of Birth <i>Tempat Lahir</i>		Date of Birth <i>Tarikh Lahir</i>		Gender <i>Jantina</i>		Age <i>Umur</i>	
Height / Ketinggian		cm		Marital Status <i>Status Perkahwinan</i>		☐ Single / Bujang ☐ Married / Kahwin ☐ Divorced / Cerai ☐ Widow / Widower / Janda / Duda	
Weight / Keberatan		kg					
Contact No. (Handphone) <i>No. Telefon Bimbit</i>				Contact No. (House) <i>No. Telefon Rumah</i>			
Email Address / Alamat E-mel							
Permanent Address (Full) <i>Alamat Tetap Penuh</i>						Postcode / Poskod	
Correspondence Address <i>Alamat Surat-Menyurat</i>		☐ Please tick (✓) if address same as above / Sila tanda (✓) sekiranya Alamat seperti di atas					
						Postcode / Poskod	
ACCOUNT DETAILS / NOMBOR AKAUN							
EPF No. <i>No. KWSP</i>				SOCSSO No. <i>No. PERKESO</i>			
Income Tax No. <i>No. Cukai Pendapatan</i>				Bank A/C No. (RHB) <i>No. Akaun Bank (RHB)</i>			
PERSONAL SKILLS / KEMAHIRAN INDIVIDU							
Language Skill / Kemahiran Bahasa :- <i>(Rate your Scale from 1–10 (Beginner-Advanced) / Nilai Skala anda dari 1–10)</i>				Speak / Lisan		Write / Tulis	
				Read / Baca			
1. English / Bahasa Inggeris							
2. Malay / Bahasa Melayu							
3. Chinese (Mandarin) / Bahasa Cina							
4. Others / Lain-lain ()							
Computer or IT Software Utilizing Competency / Kemahiran Penggunaan Komputer atau "IT Software" :- <i>(Please list down or describe any relevant / Sila senaraikan atau huraikan yang berkaitan)</i>							
Other Skills / Kemahiran Lain :-							

EDUCATION BACKGROUND (QUALIFICATION) / LATAR BELAKANG PENDIDIKAN

School Name / Tertiary Institution <i>Nama Sekolah / Institusi Pengajian Tinggi</i>	Period (Year) / Tempoh (Tahun)		Achievement Level <i>Tahap Pencapaian</i>
	From Dari	To Sehingga	

EMPLOYMENT HISTORY / SEJARAH PEKERJAAN

1. Company Name <i>Nama Majikan</i>		Position <i>Jawatan</i>	
<u>Job Scope / Skop Kerja</u>		<u>From / Dari</u>	<u>To / Sehingga</u>
		<u>Last Drawn Salary / Gaji Terakhir</u>	
		<u>Reason of Leaving / Sebab Letak Jawatan</u>	
2. Company Name <i>Nama Majikan</i>		Position <i>Jawatan</i>	
<u>Job Scope / Skop Kerja</u>		<u>From / Dari</u>	<u>To / Sehingga</u>
		<u>Last Drawn Salary / Gaji Terakhir</u>	
		<u>Reason of Leaving / Sebab Letak Jawatan</u>	
3. Company Name <i>Nama Majikan</i>		Position <i>Jawatan</i>	
<u>Job Scope / Skop Kerja</u>		<u>From / Dari</u>	<u>To / Sehingga</u>
		<u>Last Drawn Salary / Gaji Terakhir</u>	
		<u>Reason of Leaving / Sebab Letak Jawatan</u>	
4. Company Name <i>Nama Majikan</i>		Position <i>Jawatan</i>	
<u>Job Scope / Skop Kerja</u>		<u>From / Dari</u>	<u>To / Sehingga</u>
		<u>Last Drawn Salary / Gaji Terakhir</u>	
		<u>Reason of Leaving / Sebab Letak Jawatan</u>	

FAMILY INFORMATION / MAKLUMAT AHLI KELUARGA

MARITAL DETAILS / MAKLUMAT PERKAHWINAN

(This Section to be filled by those who are "Married" ONLY / Hanya yang "Sudah Berkahwin" perlu isi Bahagian ini)

(Latest) Marriage Length – [Month(s) / Year(s)] (Terkini) Tempoh Perkahwinan – [Bulan / Tahun]	Marriage Date (Optional) Tarikh Kahwin (Secara Pilihan)
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SPOUSE'S INFORMATION / MAKLUMAT PASANGAN

(This Section to be filled by those who are "Married" ONLY / Hanya yang "Sudah Berkahwin" perlu isi Bahagian ini)

Spouse Name <i>Nama Pasangan</i>			Race <i>Bangsa</i>	
NRIC / Passport No. <i>No. K/P / Passport</i>		Spouse Working Status <i>Status Kerja Pasangan</i>	YES / NO	
Company Name <i>Nama Majikan</i>		Occupation / Position <i>Pekerjaan / Jawatan</i>		

DETAILS OF OTHER IMMEDIATE FAMILY MEMBER / BUTIRAN AHLI KELUARGA TERDEKAT LAIN

Full Name / Nama Penuh	NRIC No. / No. K/P (Compulsory for Child / ANAK DIWAJIB)	Relationship Hubungan	Occupation Pekerjaan

SELF DECLARE / PERAKUAN DIRI

Please answer ALL Questions below / Sila jawab SEMUA Soalan dibawah:-	Please tick the relevant Sila tanda yg berkaitan (✓)		Remark / Catatan
	Yes / Ya	No / Tidak	
1. Are you willing to travel / relocate for work? Please indicate / remark. Adakah anda sanggup bekerja "outstation" / berpindah? Sila jelaskan.			
2. Have you ever been terminated from employment before? If yes, please provide details. Pernahkah anda diberhentikan kerja sebelum ini? Jika Ya, sila berikan butiran.			
3. Have you ever been convicted for any CRIMINAL OFFENSES or being charged in court? If yes, please state. Pernahkah anda disabit dengan sebarang KESALAHAN JENAYAH atau didakwa di mahkamah? Jika Ya, sila nyatakan.			
4. Have you been declared Bankrupt and/or defaulted in any payment? Adakah anda telah diisytiharkan Muflis ("Bankrap") dan/atau ingkari sebarang pembayaran?			
5. Do you have any physical defect or infirmity? If yes, please describe. Adakah anda mempunyai sebarang kecacatan atau kelemahan fizikal? Jika Ya, sila terangkan.			
6. Have you ever been dignosed with serious illness? If yes, please state. Pernahkah anda disahkan menghidapi penyakit serius? Jika Ya, sila nyatakan.			
7. Have you ever had any medical operation? If yes, please state. Pernahkah anda menjalani sebarang pembedahan? Jika Ya, sila nyatakan.			
8. Do you suffer from any illness that requires long-term medical treatment? If yes, please state. Adakah anda menghidapi sebarang penyakit yang memerlukan rawatan secara berterusan? Jika Ya, sila nyatakan.			

OTHER INFORMATION / BUTIRAN LAIN-LAIN

EMERGENCY CONTACT / MAKLUMAT ORANG DIHUBUNGI SEMASA KECEMASAN

1. Contact Person <i>Orang yang boleh Dihubungi</i>			
Relationship / Hubungan		Contact No. / No. Telefon	
2. Contact Person <i>Orang yang boleh Dihubungi</i>			
Relationship / Hubungan		Contact No. / No. Telefon	

How have you come to know about the vacancy?

Bagaimanakah anda mendapat tahu mengenai jawatan kosong ini?

- ☐ **Banner/Poster at the factory / Kain bentangan di luar kilang**
- ☐ **Walk-in (Self-Approach) / Membuat Pertanyaan Kendiri (Spt..Melalui Telefon / Pertanyaan di Kilang)**
- ☐ **Recommended by the company's Worker / Diperkenalkan oleh Pekerja dalam Syarikat ini**
Recommended by / Diperkenalkan oleh pekerja bernama : _____
- ☐ **Through Online Platform / Melalui Platform Atas Talian**
Please state / Sila nyatakan: _____
- ☐ **Others / Cara lain : _____**

YOUR EXPECTATION OF WORKING WITH US / JANGKAAN ANDA UNTUK BEKERJA BERSAMA KITA

Last Drawn Salary (Prev. Emp.) <i>Gaji Terakhir (Majikan Dahulu)</i>	Earliest Date of Availability (Report to Work) <i>Tarikh Terawal untuk Permulaan Kerja</i>	Expected Salary / RM <i>Gaji Dugaan / RM</i>

Why did you apply for this job? / Mengapakah anda memohon kerja ini?

What did you expect from working with us? / Apa yang anda jangkakan daripada bekerja dengan kami?

DECLARATION / PERAKUAN

I hereby declare that ALL above answers / information given are true and correct in every aspect and I have not withheld any information likely to affect the ability of me carrying out the job which I am applying.

Saya mengesahkan bahawa SEMUA jawapan / maklumat yang diberi adalah betul dan benar dan saya tidak menyembunyikan apa-apa maklumat yang berkemungkinan mempengaruhi kemampuan saya untuk menjalani tugas bagi jawatan kerja yang saya memohon ini.

Signature Tandatangan

Date Tarikh