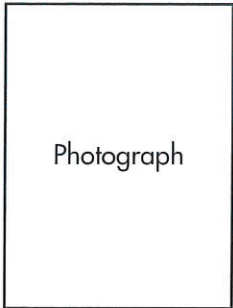


APPLICATION FOR EMPLOYMENT

- a) This application must be completed in applicant's own handwriting
- b) Only certified copies of certificates & testimonials should be attached to this form
- c) Please read and acknowledge the Privacy Statement and Consent to use of Personal Data carefully
- d) This application will be treated in strict confidence



POSITION APPLIED FOR:

PERSONAL PARTICULARS

Name in full: (Mr/Miss/Mdm) Chinese Characters:
 (Underline Surname)

Present address: Tel. no. Home:
 Hand phone:

Permanent address:

Age: Date of birth: Place of birth:

Religion: Nationality:

Race: Sex: M () F () *NRIC (New)/Passport No.

EPF No.: Income Tax No.

Marital Status: Single () Engaged () Married () Divorced () Separated () Widowed ()

Spouse's name:

Spouse's employer name & address:

FAMILY PARTICULARS

Relationship	Name	Age	Occupation/Organisation
Father			
Mother			
Spouse			
Children			
Brothers			
Sisters			

* Delete where appropriate

FURTHER INFORMATION

- 1) Hobby:
- 2) Present health: Excellent () Good () Fair () Poor ()
State nature and dates of any serious illness. (Explain)
- 3) Have you any physical defects? (Explain)
- 4) Have you ever been convicted of a criminal offence?
- 5) Have you ever been dismissed or suspended from the services of any employer? (reasons)
- 6) Are you a bankrupt or discharged bankrupt?
- 7) Have you other sources of income besides your salary? Yes () No ()
If yes, give details
- 8) Do you: Own your Home () Live with Parents () Rent Accommodation ()
- 9) Do you have a driving licence: Yes () No () If yes, what class?
- 10) Have you applied to us before? If yes, state when and position
- 11) Any of your relatives working in this company? If yes, please provide name:
- 12) State the names of 2 persons who will give confidential references. Refrees should not be relatives or members of the applicant's family.

Name	Occupation	Telephone number	Past Association (Indicate Name & Company Concerned)
1.			
2.			

* These persons will not be contacted unless permission to do so is given at a personal interview. References of former immediate superior preferred.

What are your long term career objectives?

Expected Salary and other benefits for post applied for:

Notice required to present employer

ANY ADDITIONAL INFORMATION

DECLARATION

I declare that to the best of my knowledge, the particulars provided by me are true and correct. I realise that any falsification, misrepresentation or omission of this or any other personal record will result in immediate termination of my employment with the company.

I have read and acknowledged the Privacy Statement and Consent to use of Personal Data. Date: _____ Signature: _____

FOR OFFICE USE

Interviewed by: _____ Date: _____

Comments: _____

Recommendations: Hire KIV Not Suitable

Position offered : _____ Grade: _____ Basic Salary: _____

Benefits : Travelling Parking & Toll Mobilephone bill subsidy

Source : RA NW JS SR