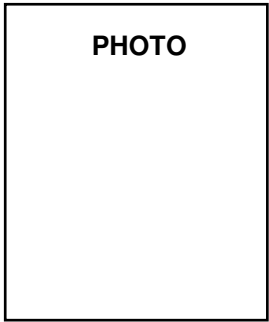




**APPLICATION FOR EMPLOYMENT**  
(CONFIDENTIAL)



**POSITION APPLIED FOR:** \_\_\_\_\_

**For Company Use Only**

**NAME & ADDRESS**

Mr/Mrs/Miss: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Tel. No. (Office): \_\_\_\_\_ (Home/Mobile): \_\_\_\_\_

**PERSONAL DETAILS**

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Place of Birth: \_\_\_\_\_ Race: \_\_\_\_\_

Citizenship: \_\_\_\_\_ Religion: \_\_\_\_\_

I.C. No: \_\_\_\_\_ EPF No: \_\_\_\_\_

Income Tax No: \_\_\_\_\_ SOCSO No: \_\_\_\_\_

**HEALTH**

Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Sight: \_\_\_\_\_ Hearing: \_\_\_\_\_

Present state of health: \_\_\_\_\_

Physical disabilities for handicap if any (e.g. lameness): \_\_\_\_\_

Major illnesses or accidents (if any) suffered, with approximate dates: \_\_\_\_\_

**FAMILY DETAILS**

**For Company Use Only**

Marital Status:  Single  Married  Divorced

**If married**

Spouse's name: \_\_\_\_\_

Spouse's occupation: \_\_\_\_\_

Spouse's employer: \_\_\_\_\_

Number of Children: \_\_\_\_\_

(i) Below 18 years: \_\_\_\_\_

(ii) Above 18 years: \_\_\_\_\_

**CURRENT / LATEST EMPLOYMENT**

a) Employer: \_\_\_\_\_

Location: \_\_\_\_\_

Position Held: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Department: \_\_\_\_\_

Last drawn salary: \_\_\_\_\_

b) Reason/s for leaving: \_\_\_\_\_

c) Description of job responsibilities: \_\_\_\_\_

d) If offered employment, when can you start work with Anika? \_\_\_\_\_

e) State salary expected: RM \_\_\_\_\_

f) Have you any objection to the company referring to your present employer before an offer of employment is made? \_\_\_\_\_

**PAST EMPLOYMENT (1)**

**For Company Use Only**

a) Employer: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Position Held: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Last drawn salary: \_\_\_\_\_

b) Reason/s for leaving:  
 \_\_\_\_\_  
 \_\_\_\_\_

c) Description of job responsibilities:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PAST EMPLOYMENT (2)**

a) Employer: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Position Held: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Last drawn salary: \_\_\_\_\_

b) Reason/s for leaving:  
 \_\_\_\_\_  
 \_\_\_\_\_

c) Description of job responsibilities:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**EDUCATION**

a) Name of School / College	From (Year)	To (Year)	Examination Passed / Diploma / Degree
1.			
2.			
3.			

**b) Postgraduate / Professional Qualification:**

**For Company Use Only**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

**c) Are you pursuing any course at present? If yes, please state details:**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

**d) Languages (state competency, ie. whether excellent, good, fair, weak):**

Language	Written	Spoken
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- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

**EXTRACURRICULAR ACTIVITIES**

Sports / Games	Society / Association	Position Held
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**At School:**

1.		
2.		
3.		
4.		

**At University / College:**

1.		
2.		
3.		
4.		

**Presently:**

1.		
2.		
3.		
4.		

**Other hobbies, interests and leisure time activities not covered above:**

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**OTHER INFORMATION**

**For Company Use Only**

1. Have you applied to this company before? If yes, please state date(s) and position(s):

2. Why are you seeking employment with this company?

3. Are you a member of any registered Trade Union? (If yes, please give details):

4. Have you ever been charged in any Court of Law? (If yes, please give details):

**REFERENCES (Referees should not be members of your family):**

1. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address / Telephone: \_\_\_\_\_

2. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address / Telephone: \_\_\_\_\_

Give the names of friends or relatives, if any, employed by this company:

1. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Position: \_\_\_\_\_

2. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Position: \_\_\_\_\_

**DECLARATION**

I hereby declare that all the particulars given in this application form are to the best of my knowledge and belief, true and correct. This declaration shall, if I am employed constitute an integral part of any contract of service 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 services instantly.

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

\_\_\_\_\_  
Date