

PUT YOUR  
PICTURE  
HERE



FORM NO.	KPRF/F-HR-02
REV. NO.	0

**JOB APPLICATION FORM**

For Office Use :      Selected       Keep In View       Not Selected

Position Applied For \_\_\_\_\_ Expected Salary : \_\_\_\_\_

**A PERSONAL PARTICULARS**

Name				
Home Address				
Tel (H)		Tel (O)		H/Phone
New I/C No.		Old NRIC. No.		Date of Birth
Nationality		Race		Sex
Marital Status		Religion		Bank A/C No.
EPF No.		Socso No.		Income Tax No.

**B FAMILY BACKGROUND**

Father's Name		Occupation	
Spouse's Name		Occupation	

Family Members

No.	Name	Age	Studying/Working

**C EDUCATION**

School Attended	From	To	Examination Passed

**D PROFESSIONAL QUALIFICATION**

College / University Attended	From	To	Degree/Diploma/Professional Qualification

Languages Spoken \_\_\_\_\_ Languages Written \_\_\_\_\_

<b>E. PRESENT EMPLOYMENT</b>			
Name of Employer	Date Employed	Position Held	Salary

<b>F PREVIOUS EMPLOYMENT</b>					
Name of Employer	From	To	Position Held	Last Drawn Salary	Reason For Leaving

<b>G REFERENCES</b>				
1.	Name of Referee		Occupation :	
	Address		Tel No. :	
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	Address		Tel No. :	

<b>H GENERAL</b>	
1. Have you ever instituted any proceedings against your previous employer in the Civil Court or Industrial Court ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Have you ever suffered from any mental disorder and/or serious illness ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3. Have you ever been dismissed or terminated due to mis-conduct ?	Yes <input type="checkbox"/> No <input type="checkbox"/>

I, \_\_\_\_\_ NRIC No. \_\_\_\_\_ hereby declare that the statement given by me in this application form is true to the best of my knowledge and I have not wilfully suppressed any facts  
I also agree that if there is any false information given by me in this declaration, my contract of service can be terminated by the Company without any notice or compensation.

Date		Signature	
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**REMARKS / COMMENTS BY THE INTERVIEWER (S)**

Interviewer		Date	

**FOR SELECTED CANDIDATE ONLY**

Commencement Date:		Position :	
Basic Salary	RM	Allowance	RM (Site Allow / Travelling Allow / Food Allow)
Annual Leave	As per labour law / _____ days		
Type of Employment	Permanent / Contract		
Cost Centre	Admin / Site _____		
Please keep a copy of the following documents :	Photocopy Of NRIC.		
	Certificates		
	Resume / CV		