



JOB APPLICATION FORM

Position Applied : _____

A. Personal Particulars

Full name as in NRIC : _____

Address : _____

Contact No. (Home) : _____ Race : _____

(Office) : _____ Religion : _____

(Mobile) : _____ Gender : Male / Female

Date of birth : _____ Age : _____

New I.C. No. : _____ Nationality : _____

Marital Status : _____ Email Address : _____

B. Education

University/Tertiary/Secondary Institutions	Year Obtained	Qualification

Other courses currently pursuing or planning to pursue:

Course Title : _____

Institution : _____

C. Skills

Skills Proficiency : Typewriting Skills _____ wpm Shorthand Speed _____ wpm

Computer Skills _____

Others (pls specify) _____

Language Proficiency : _____ Written / Spoken / Both [Excellent / Good / Average]

_____ Written / Spoken / Both [Excellent / Good / Average]

_____ Written / Spoken / Both [Excellent / Good / Average]

D. Career History

Date Joined	Date Left	Name of Company	Position Held	Last drawn Salary	Reason for Leaving

Briefly describe your work experience, giving emphasis on the areas that are relevant to the job you are applying

E. Particulars of Immediate Family (spouse, children, parents & siblings)

Name	Relationship	Age	Occupation	Name of Company

F. Activities

Clubs / Membership / Hobbies

G. Referees

Please name two persons who know your character & work performance well. One of them should have supervised you before.

Name	1)	2)
Occupation		
Company		
Contact No.		
Period Known		

H. General

Transportation to work

☐ Own transport (Please specify) _____ ☐ Public Transport

Agree to work shift? Yes / No

Agree to work overtime? Yes / No

Vaccinated against Covid-19? Yes / No

☐ Completed 1st dose ☐ Completed 2nd dose ☐ Completed 3rd dose/Booster

If no, please specify _____

Expected salary? : _____

When can you start work? : _____

I. Declaration

1) Have you ever been convicted in court for criminal act? Yes / No

If yes, please specify _____

2) Are you an undischarged bankrupt? Yes / No

3) Have you ever been issued warning letters, suspended or dismissed from employment before? Yes / No

I declare that all particulars contained in this application are true and that I have not wilfully suppressed any material fact. I understand that misrepresentation of any material fact required in this application will be sufficient cause to be dismissed from my services if I were employed.

Signature of applicant : _____ Date : _____

FOR OFFICE USE

Applicant referred by : ☐ Advertisement ☐ Agency ☐ Employee ☐ Own Application
☐ Others _____

Outcome : ☐ OFFER ☐ REJECT ☐ KIV

Position offered : _____ Department: _____

Starting Date : _____ Basic Salary Offer: _____

Interviewer's Comments: _____

Interviewed by :

Approved by :

Signature

Name :

Date :

Signature

Name :

Date :