



**Section 4 - Family Record (Data Keluarga)**

Marital Status Single / Married / Divorced / Widow / Others  
 Status Perkahwinan Bujang / Berkahwin / Lain

**Spouse Information (Maklumat pasangan)**

Name of Spouse Occupation  
 Nama suami / isteri Perkerjaan

Address & Contact No.  
 Alamat & hubungi No.

**Children's Data (data anak)**

Name (Nama)	Age (Umur)	Scholl	Remark

**Parent & Sibling's Data (data ibubapa dan adik-beradik)**

Name (Nama)	Relationship (Persaudaraan)	Age (Umur)	Company (Syarikat)	Position (Jawatan)

**Section 5 - Health Record (Data Kesihatan)**

Are you pregnant ? If yes, state the expected delivery date (For Female applicant only)  
 Adakah anda hamil? Jika ya, sila nyatakan anggaran tarikh kelahiran (Untuk perempuan sahaja)

Yes  No

Please state your medical history, if any

Adakah anda mempunyai penyakit, kecederaan atau pembedahan? Jika ya, sila nyatakan

Yes  No

**Section 6 - Other General Information (Lain-lain data biasa)**

Language Fluency (Kemahiran berbahasa)

English Good  Average  Poor   
 Bahasa Malaysia Good  Average  Poor   
 Chinese Good  Average  Poor   
 Others, Please Specify: \_\_\_\_\_ Good  Average  Poor   
 (Lain-lain nyatakan)

Write/Read (Menulis/Membaca)

Speak (Bertutur)

Expected Salary  
 Anggaran gaji yang diminta

Notice required to end present employment  
 Bila boleh mula kerja jika permohonan dilulus

Are you currently under employment ?

If Yes, what is the duration of notice required? (Jika ya, berapa lama notis harus diberi?)

If No, Why ? (Jika tidak, kenapa?)

Any friends /relatives / family members working in this Company ? If yes, please name

Adakah anda mempunyai kawan atau saudara mara yang bekerja di syarikat ini ? Jika ya, sila nyatakan

Yes  No

Name(Nama) \_\_\_\_\_

Position (Jawatan) \_\_\_\_\_

Relationship(Perhubungan) \_\_\_\_\_

Department (Bahagian) \_\_\_\_\_

Have you been retrenched before ?

Pernahkah anda dipecat oleh mana-mana majikan ? Sila nyatakan

Yes  No

How do you get to know our job vacancy ? Through... *Bagaimana kamu tahu kekosongan jawatan ini? Melalui...*

Newspaper advertisement (*Iklan surat khabar*)  Friends (*Kawan*)  Banner (*Kain banner*)  Others (*lain-lain*) \_\_\_\_\_

Are you the representative or obtained any membership in labour or other organisation related to worker rights?

*adakah kamu ahli/wakil kepada mana-mana organisasi buruh yang berkaitan dengan hak pekerja?*

Yes  No

If yes, please specify (*jika ya, sila nyatakan*) \_\_\_\_\_

Have you ever been implicated or convicted in any commercial, criminal or civil law proceedings? If yes, please provide details

*Adalah anda pernah terlibat dengan sebarang jenayah atau pernah melanggar undang-undang? Jika ya, sila nyatakan*

Yes  No

In case of emergency, name or contact details of next-of-kin (*Nama dan alamat orang yang untuk dihubungi ketika kecemasan*)

Name (*Nama*) \_\_\_\_\_ Relationship (*Persaudaraan*) \_\_\_\_\_

Address (*Alamat*) \_\_\_\_\_

Contact No (*Tel.No*) \_\_\_\_\_ Mobile (*Tel.Bimbit*) \_\_\_\_\_

### Section 7 - Referees (*Rujukan*)

<u>Referee 1 (<i>Rujukan 1</i>)</u>	<u>Referee 2 (<i>Rujukan 2</i>)</u>
Name ( <i>Nama</i> ) _____	Name ( <i>Nama</i> ) _____
Their Job Title ( <i>Pekerjaan</i> ) _____	Their Job Title ( <i>Pekerjaan</i> ) _____
Organisation ( <i>Syarikat</i> ) _____	Organisation ( <i>Syarikat</i> ) _____
Contact No ( <i>Tel.No</i> ) _____	Contact No ( <i>Tel.No</i> ) _____
Email add _____	Email add _____
Relationship ( <i>Perhubungan</i> ) _____	Relationship ( <i>Perhubungan</i> ) _____

### Section 8 - Declaration (*Pengakuan*)

I declare that to the best of my knowledge the information given is true and correct. I understand that inaccurate, misleading or untrue statements or knowingly withheld information may result in termination of employment with this organisation. I understand that this application does not constitute an offer of employment. I understand that, in some cases, police and credit checks will be required and

I will be notified if this applies to this application.

*Saya mengaku segala keterangan yang diberikan adalah benar, jika didapati tidak benar selepas diterima bekerja dengan syarikat ini, saya bersetuju bahawa syarikat mempunyai hak untuk memecat saya tanpa sebarang syarat.*

\_\_\_\_\_  
Applicant's signature (*Tandatangan pemohon*)

\_\_\_\_\_  
Date (*Tarikh*)

**Section 9 - Recommendation & Approval**

<u>Interviewer 1</u>  Name: Position: Interview date:	Recommendation: Hire <input type="checkbox"/> KIV <input type="checkbox"/> Shortlist <input type="checkbox"/> Reject <input type="checkbox"/>	<b>Recommendation by HR Manager</b>  Permanent <input type="checkbox"/> Part-time <input type="checkbox"/> Contract <input type="checkbox"/> Recommended Position:
<u>Interviewer 2</u>  Name: Position: Interview date:	Recommendation: Hire <input type="checkbox"/> KIV <input type="checkbox"/> Shortlist <input type="checkbox"/> Reject <input type="checkbox"/>	Department/Division:  Proposed Salary(Basic) RM Proposed Salary(Basic) RM Allowance (Optional) RM 1 RM 2 3 Commencement Date: Others:
<b>Approved / Not Approved by:</b>  _____ <b>Director / MD / DGM</b>		

**Section 10 - Checklist by HR Department**

<u>Reference Checked</u>	Checked by: _____	Date: _____	Yes <input type="checkbox"/> Not Required <input type="checkbox"/>
1) Referee 1	Name: _____	Comment: _____	
2) Referee 2	Name: _____	Comment: _____	
Notify Candidate for shortlisted (Call)	Date / Time		
Letter of offer sent	Date	By Courier <input type="checkbox"/> Normal Mail <input type="checkbox"/> Register Mail <input type="checkbox"/>	
Letter of offer - acknowledgement	Date		
Payroll details entered	Bank Account No		
	Update employee particular:	Date update:	By: _____
Probationary period expires on	Date		
Company Handbook	Date read and acknowledge		
Letter of Appointment	Prepared date:		
	Candidate acknowledgement		
<b>Others (tick):</b>			
Employee Pass		Safety shoe	<b>Supporting Documents from Previous Employment</b>
Access Card (If necessary)		Uniform (set)	
Update Set Hand-punch		Orientation	Payslip (2 months)
Lanyard		Factory visit	Testimonial
			Clearance List (If any)