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PRE - APPLICATION FOR EMPLOYMENT

Please fill up this form legibly. All details must be provided

1.	POSITION APPLIED FOR :			
	Possible Date of Commencement :		Expected Salary	

PERSONAL PARTICULARS															
2.	Addressing Title : Mr / Miss / Madam / Cik / Encik / Puan / Others (Please Specify) _____														
	<table border="1"> <tr> <td>Full Name _____</td> <td>NRIC No. (New) _____</td> </tr> <tr> <td>Home Address _____</td> <td>Date of Birth _____</td> </tr> <tr> <td>Postcode _____ State _____</td> <td>Age _____</td> </tr> <tr> <td>Race : <input type="checkbox"/> Malay <input type="checkbox"/> Chinese <input type="checkbox"/> Indian <input type="checkbox"/> Others (If other, please specify : _____)</td> <td>Mobile _____</td> </tr> <tr> <td>Religion _____</td> <td>Telephone No (Home) _____</td> </tr> <tr> <td>Marital Status : <input type="checkbox"/> Single <input type="checkbox"/> Married (Date of Marriage) : _____</td> <td>Nationality _____</td> </tr> <tr> <td><input type="checkbox"/> Others (If other, please specify : _____)</td> <td></td> </tr> </table>	Full Name _____	NRIC No. (New) _____	Home Address _____	Date of Birth _____	Postcode _____ State _____	Age _____	Race : <input type="checkbox"/> Malay <input type="checkbox"/> Chinese <input type="checkbox"/> Indian <input type="checkbox"/> Others (If other, please specify : _____)	Mobile _____	Religion _____	Telephone No (Home) _____	Marital Status : <input type="checkbox"/> Single <input type="checkbox"/> Married (Date of Marriage) : _____	Nationality _____	<input type="checkbox"/> Others (If other, please specify : _____)	
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	Marital Status : <input type="checkbox"/> Single <input type="checkbox"/> Married (Date of Marriage) : _____	Nationality _____													
<input type="checkbox"/> Others (If other, please specify : _____)															

3. Education Background/Professional Qualification/Membership of Professional Institution			
Name of School/College/University	Qualification Obtained	Year	(FOR COMPANY'S USE)

4. LINGUISTIC ABILITY						
LANGUAGES/ DIALECTS	State your level of competency					
	Spoken			Read		Write
Bahasa Malaysia	<input type="checkbox"/> Fair	<input type="checkbox"/> Good	<input type="checkbox"/> Excellent	<input type="checkbox"/> Fair	<input type="checkbox"/> Good	<input type="checkbox"/> Excellent
English	<input type="checkbox"/> Fair	<input type="checkbox"/> Good	<input type="checkbox"/> Excellent	<input type="checkbox"/> Fair	<input type="checkbox"/> Good	<input type="checkbox"/> Excellent
Other Languages/ Dialects, Please specify :						

5. EMPLOYMENT HISTORY (Descending Order)							
Date		Name & Address of Employer	Position Held	Basic Salary		Reasons for Leaving	(For Company's Use)
From	To			Starting	Last Drawn		

6. DETAILS OF CURRENT OR LAST EMPLOYMENT	
Job Duties : _____ _____ _____ _____ _____ _____	Reporting to _____ No. of staff reporting to you _____ Allowances/Incentive/Commission if any _____ Total Monthly Earning : (Inclusive Basic Salary) <input type="text" value="RM"/>

7. OTHER INFORMATION

Do you have a friend or relative working in this company? YES NO

If YES, state name, relationship and in which Department : _____

Have you applied for any position in this company before? YES NO

If YES, state the position you applied for and date of your application : _____

Have you ever been charged and/or convicted in any Court of Law for criminal offences? YES NO

If YES, please provide details : _____

Do you have you any active interest in any business undertaking, including family business? YES NO

If Yes, please provide details : _____

8. MEDICAL & PHYSICAL STATUS

Have you suffered from or currently suffering from serious illness? **YES** **NO**

If Yes, please provide details : _____

Are you suffering from any physical disabilities? **YES** **NO**

If Yes, please provide exact details : _____

9. REFERENCE (List Two or Three Personal Referees who are not Relatives)

Name, Address & Tel No.	Occupation	Years Known

10. DECLARATION

I am aware that any omissions, falsifications, misstatements, or misrepresentations above may disqualify me for employment consideration and, if I am hired, may be ground for termination at a later date. I understand that any information I give may be investigated as allowed by law. I consent to the release of information about my ability, employment history, and fitness for employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel staff, and other authorized personnel of IJNSB for employment purposes. The consent shall continue to be effective during my employment if I am hired. I believe all of the statements contained herein and on any attachments are true, correct, complete, and made in good faith.

I hereby consent to the following:

The information I have submitted here can be used by The company for recruitment purposes in any companies within the group.

- Yes I consent to having my information shared for recruitment purposes within any company of the company's Group.
- No I want my information to be used only by the current company I am applying to for recruitment purposes.

Date : _____

Signature : _____

It is our company policy to retain job applications for a period of three (3) months from the date they are received, after which, they will be destroyed. Job applicants have a right to request that their job application data be deleted/destroyed by the company at anytime by communicating their request in official writing to HCOD. The company will then undertake to delete/destroy such records within 21 days and will inform the job applicant in writing once his data has been deleted/destroyed'.