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| Date: |  | Ref: |  |

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| Position Applied: | |  | | | | | | | | | Resume Attached: | | | | | | | |  | | | Photo | |
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| Personal Data: | | | | | | | | | | | | | | | | | | | | | |
| Name: |  | | | | | NRIC: | | |  | | | | | | | Age: | | | |  | |
| Address: |  | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | Contact No: | | | | | | |  | | | | | | | | |
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| Date of Birth: |  | | | | | | Sex: | | |  | | Male | | |  | | Female | | | | |
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| Nationality: |  | | Race: |  | Malay | | |  | | Chinese | | | |  | | Indian | | | | |  | | Others |
| EPF No. |  | | SOCSO No. | |  | | | | | | | | | Religion: | | | |  | | | | | |

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| Family Background: | | | | | | | | | | | | |
| Marital Status: |  | | Married |  | Bachelor | Spouse Name: |  | | | | Occupation: |  |
| Children: | | | | | | | | | | | | |
| Name: | | | | | | | | Age: | Education: | | | |
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| Father’s Name: | |  | | | | | | Occupation: | |  | | |
| Mother’s Name: | |  | | | | | | Occupation: | |  | | |

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| Educations / Skills: | | | | | | | | | | | | | | | | | | | | | | | | | |
| Primary School Name | | | |  | | | | | | | Grade Pass: | | | | |  | | | | | Year: | | | |  |
| Secondary School Name | | | |  | | | | | | | Grade Pass: | | | | |  | | | | | Year: | | | |  |
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| Tertiary Institution | | | | | Degree / Course | | | | | | | | | | Grade Pass | | | | | | | | Period Study | | |
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| Skill Development | | | | | Method of Developing Skill | | | | | | | | | | Skill Level | | | | | Period of Development | | | | | |
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| Other Training – Institution | | | | | Program Title | | | | | | | | | | Qualification | | | | | Training Durations | | | | | |
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| Languages / Dialects: | | | | | | | | | | | | | | | | | | | | | | | | | |
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| € | English | € | Speaking | | | € 25% | | € 50% | € 75% | € 100% | | € | | Writing | | | € 25% | | € 50% | | | € 75% | | € 100% | |
| € | Malay | € | Speaking | | | € 25% | | € 50% | € 75% | € 100% | | € | | Writing | | | € 25% | | € 50% | | | € 75% | | € 100% | |
| € | Mandarin | € | Speaking | | | € 25% | | € 50% | € 75% | € 100% | | € | | Writing | | | € 25% | | € 50% | | | € 75% | | € 100% | |
| € |  | € | Speaking | | | € 25% | | € 50% | € 75% | € 100% | | € | | Writing | | | € 25% | | € 50% | | | € 75% | | € 100% | |
| € |  | € | Speaking | | | € 25% | | € 50% | € 75% | € 100% | | € | | Writing | | | € 25% | | € 50% | | | € 75% | | € 100% | |
| Working Experience | | | | | | | | | | | | | | | | | | | | | | | | | |
| Employment Name | | | | | | | Position Held | | | | | | Duration | | | | | Achievement | | | | | | | |
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| Present Salary |  | Expected Salary |  |  |

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| Social Activities | |
| Hobbies: |  |
| Sports: |  |
| Others: |  |

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| Personal Reference | | | |
| Name | Designation / Title / Institute | Contact No | Email Address |
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| DECLARATION | | | | | |
| Are you a member of any trade union? | € No | € Yes | State… | |  |
| Have you any previous legal convictions? | € No | € Yes | State… | |  |
| Have you any medically confirmed physical disabilities? | € No | € Yes | State… | |  |
|  | | | | | |
| I, the undersigned, declare that the particulars given above are true and correct in all respect. | | | | | |
|  | | | | …………………………………………………  Sign & Date | |

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| Notice Period : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| OFFICE USE ONLY |
| Job application received on:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  🞎 The application is accepted and will be call for an interview session.  🞎 The applicant’s background had been clarified with appropriate reference person as described above.  🞎 The application is rejected  Note:  Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| APPROVAL |
| Approved by Chief Executive Officer:  Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Remarks: |