



JOB APPLICATION FORM

(Borang Permohonan Pekerjaan)

THIS FORM MUST BE COMPLETED IN BLOCK LETTERS

(Borang ini hendaklah diisikan dengan huruf besar)

POST APPLYING FOR

(Jawatan dipohon)

:

Date

(Tarikh)

:

PHOTOGRAPH

(Gambar)

FOR OFFICE USE ONLY

A. PERSONAL PARTICULARS (Butir-butir peribadi)

NAME IN FULL

(Nama penuh)

:

IC No

(No. kad pengenalan)

:

(new)

(old - If

applicable)

PERMANENT ADDRESS

(Alamat tetap)

:

POSTAL ADDRESS

(Alamat surat-menyurat)

:

NO. TELEPHONE

No. telefon

:

(Residential)

(H/Phone)

(E-mail)

(Others)

POSITION

ID NUMBER :

BRANCH

Additional ()

MBB NO. ()

DATE OF BIRTH

(Tarikh lahir)

:

PLACE OF BIRTH

(Tempat lahir)

:

MARITAL STATUS

(Taraf Perkahwinan)

:

Single /

Married /

Divorced /

Widowed

: Bujang /

Berkahwin /

Bercerai /

Janda / Duda

Pls circle accordingly (Sila bulatkan yang berkenaan)

SOCISO NO (If Applicable)

(No. PERKESO - Sekiranya ada)

:

CITIZENSHIP

(Warganegara)

:

EPF No / CPF No (cancel whichever NOT applicable)

(No.KWSP / No CPF - potong yang TIDAK berkenaan)

:

RACE / DIALECT GROUP

(Bangsa / Kumpulan dialet)

:

INCOME TAX NO

(No cukai pendapatan)

:

RELIGION

(Agama)

:

DRIVING LICENCE (Tick ' / ')

(Lesen memandu - Isikan ' / ')

_____ Yes (Ada)

_____ No (Tidak Ada)

LICENCE CLASS (Tick ' / ' if obtained)

(Kelas Lesen - Isikan ' / ' jika ada)

_____ B / B2

_____ D

_____ GDL

_____ E

GENDER

(Jantina)

:

Male

Female

LANGUAGE / DIALECT

(Kefasihan bahasa/loghat)

:

SPOKEN (Pertuturan)

EXCELLENT
(sangat baik)

FAIR
(sederhana)

WEAK
(lemah)

WRITTEN (Penulisan)

EXCELLENT
(sangat baik)

FAIR
(sederhana)

WEAK
(lemah)

MALAY

ENGLISH

TAMIL

MANDARIN

OTHERS _____

B. FAMILY PARTICULARS

(Butir Keluarga)

<p>SPOUSE'S NAME : _____ (Nama pasangan)</p>	<p>OCCUPATION (Pekerjaan) : _____</p>
<p>EMPLOYER'S NAME & ADDRESS : _____ (Nama & alamat majikan)</p>	<p>AGE (Umur) : _____</p>
<p>SPOUSE'S IC NO : _____ (No. Kad Pengenalan pasangan)</p>	<p>No. TELEPHONE (Telefon) : _____</p>
<p>SPOUSE'S INCOME TAX NO : _____ (No. cukai pendapatan pasangan)</p>	<p>DATE OF MARRIAGE (Tarikh Perkahwinan) : _____</p>

<p>FATHER'S NAME : _____ (Nama bapa)</p>	<p>OCCUPATION (Pekerjaan) : _____</p>
<p>MOTHER'S NAME : _____ (Nama ibu)</p>	<p>OCCUPATION (Pekerjaan) : _____</p>

BROTHERS & SISTERS (Adik-beradik)	SEX (Jantina)	AGE (Umur)	OCCUPATION (Pekerjaan)
1)			
2)			
3)			
4)			
5)			
6)			
7)			
8)			
9)			
10)			

CHILDREN OF APPLICANT (Anak-anak pemohon)	SEX (Jantina)	AGE (Umur)	OCCUPATION (Pekerjaan)
1)			
2)			
3)			
4)			
5)			
6)			

C. EMERGENCY CONTACT

(Hubungi sewaktu kecemasan)

PLEASE STATE THE PERSON WHOM THE COMPANY SHOULD CONTACT DURING EMERGENCY
(Nama orang yang patut dihubungi sewaktu kecemasan)

FULL NAME (Nama penuh) : _____

ADDRESS (Alamat) : _____

RELATIONSHIP (Hubungan) : _____

TELEPHONE NO. (No Telefon)

House (Rumah) : _____ **Office** (Pejabat) : _____

H/phone (Telefon bimbit) : _____ **E-mail** : _____

D . EDUCATION BACKGROUND

(Latar belakang pendidikan)

EDUCATION LEVEL (Tahap Pendidikan)	YEAR (Tahun)		HIGHEST QUALIFICATION ATTAINED (Kelayakan Tertinggi)
	FROM(Dari)	TO(Hingga)	
1)			
2)			
3)			
4)			
5)			
6)			

E . OTHER QUALIFICATIONS ACHIEVEMENT

(Pencapaian kelulusan yang lain)

EDUCATION LEVEL (Tahap Pendidikan)	YEAR (Tahun)		HIGHEST QUALIFICATION ATTAINED (Kelayakan Tertinggi)
	FROM(Dari)	TO(Hingga)	
1)			
2)			
3)			
4)			
5)			
6)			

*** PLEASE ATTACH CERTIFIED COPY OF EXAMINATION RESULTS**

*Sila lampirkan salinan keputusan peperiksaan

F. EMPLOYMENT HISTORY / Reverse Chronological Order (Start with most recent)

(Latar belakang pekerjaan / Bermula dengan pekerjaan terkini)

NAME, ADDRESS & TELEPHONE OF EMPLOYER (1) (Nama, alamat dan nombor telefon majikan)		DESCRIPTION OF WORK (Jelaskan skop tugas)
START DATE (Tarikh mula kerja)	END DATE (Tarikh akhir kerja)	
START POSITION (Jawatan asal)	LAST POSITION (Jawatan akhir)	REASONS FOR LEAVING (Sebab-sebab berhenti)
START SALARY (Gaji awal)	LAST SALARY (Gaji akhir)	

NAME, ADDRESS & TELEPHONE OF EMPLOYER (2) (Nama, alamat dan nombor telefon majikan)		DESCRIPTION OF WORK (Jelaskan skop tugas)
START DATE (Tarikh mula kerja)	END DATE (Tarikh akhir kerja)	
START POSITION (Jawatan asal)	LAST POSITION (Jawatan akhir)	REASONS FOR LEAVING (Sebab-sebab berhenti)
START SALARY (Gaji awal)	LAST SALARY (Gaji akhir)	

NAME, ADDRESS & TELEPHONE OF EMPLOYER (3) (Nama, alamat dan nombor telefon majikan)		DESCRIPTION OF WORK (Jelaskan skop tugas)
START DATE (Tarikh mula kerja)	END DATE (Tarikh akhir kerja)	
START POSITION (Jawatan asal)	LAST POSITION (Jawatan akhir)	REASONS FOR LEAVING (Sebab-sebab berhenti)
START SALARY (Gaji awal)	LAST SALARY (Gaji akhir)	

NAME, ADDRESS & TELEPHONE OF EMPLOYER (4) (Nama, alamat dan nombor telefon majikan)		DESCRIPTION OF WORK (Jelaskan skop tugas)
START DATE (Tarikh mula kerja)	END DATE (Tarikh akhir kerja)	
START POSITION (Jawatan asal)	LAST POSITION (Jawatan akhir)	REASONS FOR LEAVING (Sebab-sebab berhenti)
START SALARY (Gaji awal)	LAST SALARY (Gaji akhir)	

(Continued next page)

NAME, ADDRESS & TELEPHONE OF EMPLOYER (1) (Nama, alamat dan nombor telefon majikan)		DESCRIPTION OF WORK (Jelaskan skop tugas)
START DATE (Tarikh mula kerja)	END DATE (Tarikh akhir kerja)	
START POSITION (Jawatan asal)	LAST POSITION (Jawatan akhir)	REASONS FOR LEAVING (Sebab-sebab berhenti)
START SALARY (Gaji awal)	LAST SALARY (Gaji akhir)	

NAME, ADDRESS & TELEPHONE OF EMPLOYER (2) (Nama, alamat dan nombor telefon majikan)		DESCRIPTION OF WORK (Jelaskan skop tugas)
START DATE (Tarikh mula kerja)	END DATE (Tarikh akhir kerja)	
START POSITION (Jawatan asal)	LAST POSITION (Jawatan akhir)	REASONS FOR LEAVING (Sebab-sebab berhenti)
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START SALARY (Gaji awal)	LAST SALARY (Gaji akhir)	

NAME, ADDRESS & TELEPHONE OF EMPLOYER (4) (Nama, alamat dan nombor telefon majikan)		DESCRIPTION OF WORK (Jelaskan skop tugas)
START DATE (Tarikh mula kerja)	END DATE (Tarikh akhir kerja)	
START POSITION (Jawatan asal)	LAST POSITION (Jawatan akhir)	REASONS FOR LEAVING (Sebab-sebab berhenti)
START SALARY (Gaji awal)	LAST SALARY (Gaji akhir)	

Would you give your consent to this company to refer to your previous employer(s) ?

Adakah tuan memberi persetujuan kepada syarikat ini untuk merujuk kepada majikan tuan yang lama ?

YES/Ya

NO/Tidak

(Kegemaran waktu lapang)

HOBBIES (Kegemaran)	
1. _____	4. _____
2. _____	5. _____
3. _____	6. _____

H. GENERAL INFORMATION

(Maklumat am)

INFORMATION (Maklumat)	YES/Ya	NO/Tidak																
<p>H1. Have you worked with any courier company before ? If so, which one ? Adakah anda pernah bekerja di mana-mana syarikat kurier? Jika ya, sila nyatakan.</p> <p>_____</p>																		
<p>H2. a) Are you a bankrupt now ? Adakah anda diisytiharkan muflis pada masa kini?</p> <p>b) Have you ever been declared bankrupt ? If yes, when? _____ Adakah anda pernah diisytiharkan muflis? Jika ya, bila? _____</p>																		
<p>H3. a) Are you currently blacklisted by any bank or financial institution? If yes, please provide detail : _____</p> <p>Adakah anda kini disenaraihitamkan oleh mana- mana bank atau institusi kewangan? Jika ya, sila beri maklumat lanjut.</p> <p>_____</p> <p>b) Have you ever been blacklisted by any bank or financial institution? If yes, please provide detail : _____</p> <p>Adakah anda pernah disenaraihitamkan oleh mana -mana bank atau institusi kewangan? Jika ya, sila beri maklumat lanjut.</p> <p>_____</p>																		
<p>H4. What are your current financial commitment? (tick '✓' for whichever applicable) Apakah tanggungan kewangan anda sekarang? (tanda ✓ bagi mana yang berkenaan)</p> <table style="width: 100%; border: none;"> <tr> <td style="border: 1px solid black; width: 20%; height: 20px;"></td> <td style="padding: 2px;">Housing Loan / Pinjaman Perumahan</td> <td style="border: 1px solid black; width: 20%; height: 20px;"></td> <td style="padding: 2px;">Personal Loan / Pinjaman Peribadi</td> </tr> <tr> <td style="border: 1px solid black; height: 20px;"></td> <td style="padding: 2px;">Car Loan / Pinjaman Kereta</td> <td style="border: 1px solid black; height: 20px;"></td> <td style="padding: 2px;">Share Loan / Pinjaman untuk Membeli Saham</td> </tr> <tr> <td style="border: 1px solid black; height: 20px;"></td> <td style="padding: 2px;">Study Loan / Pinjaman Pelajaran</td> <td style="border: 1px solid black; height: 20px;"></td> <td style="padding: 2px;">Others / Lain-lain. Please give detail /Sila beri maklumat:</td> </tr> <tr> <td style="border: 1px solid black; height: 20px;"></td> <td style="padding: 2px;">Household Appliances Installment / Ansuran Peralatan Rumah</td> <td colspan="2" style="padding: 2px;">_____</td> </tr> </table>		Housing Loan / Pinjaman Perumahan		Personal Loan / Pinjaman Peribadi		Car Loan / Pinjaman Kereta		Share Loan / Pinjaman untuk Membeli Saham		Study Loan / Pinjaman Pelajaran		Others / Lain-lain. Please give detail /Sila beri maklumat:		Household Appliances Installment / Ansuran Peralatan Rumah	_____			
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	Study Loan / Pinjaman Pelajaran		Others / Lain-lain. Please give detail /Sila beri maklumat:															
	Household Appliances Installment / Ansuran Peralatan Rumah	_____																
<p>H5. Please tick '✓' on your total monthly financial commitment (repayment installment) Sila tandakan '✓' untuk jumlah tanggungan kewangan bulanan anda. (pembayaran ansuran)</p> <table style="width: 100%; border: none;"> <tr> <td style="border: 1px solid black; width: 20%; height: 20px;"></td> <td style="padding: 2px;">< RM 500</td> <td style="border: 1px solid black; width: 20%; height: 20px;"></td> <td style="padding: 2px;">RM 1001 - RM2000</td> <td style="border: 1px solid black; width: 20%; height: 20px;"></td> <td style="padding: 2px;">RM 3001- RM 5000</td> </tr> <tr> <td style="border: 1px solid black; height: 20px;"></td> <td style="padding: 2px;">RM 501-RM 1000</td> <td style="border: 1px solid black; height: 20px;"></td> <td style="padding: 2px;">RM 2001 - RM 3000</td> <td style="border: 1px solid black; height: 20px;"></td> <td style="padding: 2px;">> RM 5000 and above</td> </tr> </table>		< RM 500		RM 1001 - RM2000		RM 3001- RM 5000		RM 501-RM 1000		RM 2001 - RM 3000		> RM 5000 and above						
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<p>H6. Do you own any property? Please circle whichever applicable Bungalow/ Semi-D/ Condominium/ Terrace/ Apartment/ Low cost house/ Townhouse/ Squatter/ Others Adakah anda memiliki sebarang harta benda? Sila bulatkan yang berkenaan. Banglo/ Semi-D/ Kondominium/ Rumah Teres/ Apartmen/ Rumah Kos Rendah/ 'TownHouse'/ Rumah Setinggan/ Lain-lain</p>																		
<p>H7. Do you own a transport? If yes, please provide detail. Adakah anda memiliki kenderaan? Jika ada, sila beri maklumat. Model: _____ Year / Tahun: _____</p>																		
<p>H8. Do you own shares or have interest in any business (except for public listed company)? Adakah anda mempunyai syer atau kepentingan dalam sebarang perniagaan (kecuali syarikat senarai awam) ?</p>																		

INFORMATION (Maklumat)	YES/Ya	NO/Tidak
H9. Are you suffering from any sickness/disability ? Adakah anda mempunyai sebarang penyakit / hilang upaya kekal ?		
H10. a) Do you agree to undergo medical check-up as and when required ? Adakah anda bersetuju menjalankan pemeriksaan kesihatan apabila dikehendaki oleh syarikat ?		
b) Are you indulging in any drug abuse right now ? Adakah anda ketagih dengan sebarang penggunaan dadah ?		
c) Have you ever been convicted for drug abuse ? Adakah anda pernah dihukum kerana penggunaan dadah ?		
d) Have you ever taken any prohibited drug ? Adakah anda pernah mengambil sebarang dadah yang telah dilarang ?		
H11. Have you ever been convicted for any criminal offence? If yes, give details. Adakah anda pernah dihukum untuk sebarang kesalahan jenayah? Jika ya, sila beri butiran. _____ _____		
H12. Are you involved in any part time job, whether in salary, commission, consultant fee or any sort of remuneration. If yes, please state. (eg : Direct Marketing Scheme, Network Marketing Scheme, Multi Level Marketing, Insurance Agent, Real Estate Agent, etc Adakah anda terlibat dalam sebarang kerja sambilan yang mendatangkan gaji, komisen, upah konsultan atau sebarang ganjaran. Jika ada, sila jelaskan. (Contoh : Skim Pemasaran Terus, Skim Pemasaran Network / Pemasaran <i>Multi-Level</i> / Agen Insuran / Agen Penjualan Tanah/ dan lain-lain 1. _____ 2. _____		
H13. Is any of your immediate family members is in business relevant to our business? If yes, please state. Adakah anda mempunyai ahli keluarga yang terlibat dalam perniagaan yang berkaitan dengan perniagaan kita? Jika ya, sila nyatakan. 1. _____ 2. _____ 3. _____		
H14. When can you start work ? Bilakah anda boleh mula bekerja ?		
H15. Expected salary? Gaji yang diharapkan?		
H16. Why we should hire you? Jelaskan dengan ringkas mengapa kami perlu menimbangkan permohonan anda? _____ _____ _____		
H17. Do you know anyone working in this company? If yes , please state name & relationship. Adakah anda mengenali sesiapa yang bekerja di syarikat ini? Jika ya, sila nyatakan nama dan hubungan.		
Name / Nama	Department / Bahagian	Relationship / Hubungan

I. PERSONAL REFERENCES / Three person who are not relatives

(Perujuk peribadi / Namakan tiga orang yang bukan saudara mara)

NAME & ADDRESS OF REFEREE (Nama & alamat perujuk)	CONTACT NO (No Telefon)	OCCUPATION (Pekerjaan)	HOW LONG KNOWN TO THE REFEREE (Berapa lama berkenalan dengan perujuk)

J. DECLARATION (Pengakuan)

I declare that the company has the absolute right to conduct Urine Test or any other relevant medical examination AND Background Screening on me for the purpose of employment before my employment or during my employment with the company.

I also declare that all the above information is true to the best of my knowledge and understand that false information will render this application null & void and would be regarded as a breach of terms and conditions of employment which may lead to termination.

Saya mengesahkan bahawa syarikat mempunyai hak sepenuhnya untuk membuat ujian air kencing atau pemeriksaan kesihatan lain yang berkaitan DAN membuat penyemakan latar belakang diri saya untuk tujuan pekerjaan sama ada sebelum saya diambil bekerja atau sewaktu saya bekerja di syarikat ini.

Saya juga mengesahkan bahawa segala maklumat yang diberikan adalah benar dan sedia maklum jika keterangan ini adalah palsu, permohonan saya dianggap tidak sah dan boleh membawa kepada tindakan disiplin termasuk penamatan perkhidmatan.

Signature
(Tandatangan) : _____

Name
(Nama) : _____

Date
(Tarikh) : _____

FOR OFFICE USE ONLY : PRELIMINARY INTERVIEW REVIEW

(a) FIRST INTERVIEW [Head of Dept/Branch]

Name of Head of Dept/Branch : _____
 Department / Branch : _____

SUGGESTION	TICK	COMMENTS
Recommend for employment		
Call for further interview		
Keep candidate's file for the further reference		
Recommended for another job position of (state title of position and department)		
Reject		

If success in interview, please state ;

Position : _____ Grade : _____
 Dept / Branch : _____
 Date of Hire : _____
 Salary : _____
 Allowance : _____

Tick where applicable :-

- Replacement Staff (If yes, replacing : ID No : _____ Name : _____)
- Additional Staff (Ensure that Staff Requisition has been submitted and approved by management)

SIGNATURE _____
 DATE _____

- IC COPY
- 2 PHOTOGRAPHS
- COPY OF CERTIFICATES
- COPY OF E LICENSE
- COPY OF GDL LICENSE
- COPY OF B2 / D LICENSE
- COPY OF MBB ACCOUNT

(b) SECOND INTERVIEW

COMMENTS _____

INTERVIEW RESULT _____

SIGNATURE _____
 DATE _____

 Head , Courier Div / Executive Director /
 Deputy CEO

 Chief Executive Officer