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**APPLICATION FOR EMPLOYMENT**

(This form should be completed in **BLOCK CAPITALS**)

**1. POSITION APPLIED FOR**

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**2. PERSONAL PARTICULARS**

Name:				Recent Photograph
Residential Address:				
Postal Address:				
Email Address:				
Contact no: (H)		(O)		
(H/P)		(F)		
Chinese name (if applicable):		Sex: <input type="checkbox"/> Male; <input type="checkbox"/> Female	Age:	
Date of birth:		Place of birth:		
Nationality:		Race:		
IC No:		Religion:		
EPF No:		SOCSO No:		
Language proficiency:	<i>Malay</i>	<i>English</i>	<i>Chinese</i>	<i>Other:</i>
a. Reading				
b. Spoken				
c. Written				
How do you spend your leisure time?				
Describe your personal character traits?				
What is your leadership ability?				
What is your career objective?				

**3. FAMILY DETAILS**

Marital status: <input type="checkbox"/> Single; <input type="checkbox"/> Married; <input type="checkbox"/> Divorcee		No. of Children (if any):		
No. of siblings in your family:				
Immediate family	Name	Age	Occupation	Employer
a. Father				
b. Mother				
c. Spouse				
d. Children	1.			
	2.			
	3.			
	4.			

**4. EDUCATION** (All certificates and transcripts must be attached)

Type of institution	Name of institution	Course studies / Qualifications obtained	Study year		Study Mode
			From	To	
a. Primary School					
b. Secondary School					
c. Vocational Institution					
d. College/Polytechnic					
e. University					
f. Professional bodies					



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# PALING CONSTRUCTION SDN BHD

(56296-X)



Cert. No. 403844

## 5. CURRENT EMPLOYMENT (Please attached testimonials)

Name of employer:	
Post held:	Tel no:
Years of service:	Working hours:
Present salary:	Salary on entry:
Other fringe benefits:	
Reason for leaving:	
Duties and responsibilities: 1. 2. 3.	
Description of CURRENT job profile, leadership & managerial experience: 1. 2. 3.	
Major Achievement / Assignments: 1. 2. 3.	

## 6. CAREER HISTORY (Start from the current one)

Period		Employer	Job Title	Salary	Nature & Scope of Responsibilities in Details	Reason for leaving
From	To					

## 7. CAREER REFERENCES

Give the names, addresses and occupations of your referees who are not closely related to you but knowing you personally	
(1) Name:	Occupation:
Address:	
Period he/she known you:	Tel no.:
(2) Name:	Occupation:
Address:	
Period he/she known you:	Tel no.:



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## 8. OTHERS

(a) Salary expected (state basic)
(b) If selected, when can you commence duty?
(c) Do you own your own transport?
(d) Do you possess a valid driving licence? If so, please state class:
(e) Did you suffer from any serious illness or contagious disease since birth? If so, please give details:
(f) Have you any relatives employed by this Company? If so, give the name, relationship and post held.
(g) Is there anything else you will like to add which is of relevance to this application? If so, please give details:

## 9. DECLARATION

I, the undersigned, hereby declare that the information and documents given in application is true and correct. If it is required I will provide further documentary evidence in support of my claims. I understand that if the Company subsequently discovered that I have wilfully given incorrect information or withheld any essential information during the application, I will be disqualified from the position I have applied or if I have been appointed to any position, the Company has the absolute right to terminate my employment without prior notice.

Signature of applicant

Date:

### Candidate Checklist

- Copies of identity card and valid driving license
- Copies of resume, certificates, transcripts, testimonials, etc.
- Affixed latest passport-sized photograph
- Enclosed telephone, hand phone contact number and postal address

### For Management Use Only

Status:  Confirmed;  KIV.;  Pending Decision;  Rejected

Division/Section:

Direct supervisor:

Salary scale: RM per month/day

Probation period:

Job description:

Other comments: