**Application For Employment**

**INFORNESCO (M) SDN BHD (660547-U)**

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| Position Apply For : How did you know about this vacancy?Newspaper : Others : (Specify name of newspaper) |

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| **PERSONAL DETAILS** |  |
| Full Name :  | Age :  |
| Chinese Name :  | Identity Card No : |
| Other Names Used : | Gender : Female / Male \* |
| Address : |
|  |
| Tel (Home) : |  |
| Tel (Office) :  | Date of Birth : |
| Mobile Number : | Place of Birth : |
| Driving License : YES / NO \* | Race : |
| Religion : | Marital Status : Single / Married \* |
| Nationality : | Number of Children : |

Delete where not applicable \*

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| **EDUCATION BACKGROUND**  |  |  |  |
| Name of School | From | To | Standard/ Form |
|   |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Results of SPM / STPM \* (Please choose either one) |
| Bahasa Malaysia |  | Moral |  | Arts |  |
| English |  | Science |  | Principles of Account |  |
| Mandarin |  | History |  | Commerce |  |
| Mathematics |  | Geography |  | Others |  |
| Results of Courses/ Diploma/ Institute |
| Name of College / Institute | Course Taken | Diploma / Certificate |
|  |  |  |
|  |  |  |
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| **LANGUAGES ABILITIES** Please rate yourself from 1-5 |
|  | 1 | 2 | 3 | 4 | 5 |
| Excellent | Good | Average | Poor | Not Applicate |
| Spoken English |  |  |  |  |  |
| Spoken Mandarin |  |  |  |  |  |
| Spoken Bahasa Malaysia |  |  |  |  |  |
| Other Spoken Language (s) : |  |  |  |  |  |
| Please specify : |  |  |  |  |  |
| Please specify : |  |  |  |  |  |
| Writen English |  |  |  |  |  |
| Writen Chinese |  |  |  |  |  |
| Writen Bahasa Malaysia |  |  |  |  |  |

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| **EMPLOYMENT HISTORY** |
| Name of Company : |
| Position Held : | Employed from : To |
| Nature of Business : | Last Drawn Salary : |
| Nature of duties and Responsibilities : | Reason For Leaving : |
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| Position Held : | Employed from : To |
| Nature of Business : | Last Drawn Salary : |
| Nature of duties and Responsibilities : | Reason For Leaving : |
| Expected Salary : | Date Available for Work : |

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| **ADDITIONAL INFORMATION**Use this space for any additional information you think would help us evaluate your application, including training, seminars and special achievements or skills. |
| Leisure Interests |

**DECLARATION**

I hereby declare that the information furnished in this form is true and correct. I understand that any

wilful mis-statement renders me liable to disqualification or instant dismissal if engaged.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Applicant Date

Thank you for completing this application form & for your interest in our organization.

**For Office Use Only**

Position Appointed : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Starting Salary : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start Working on : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_