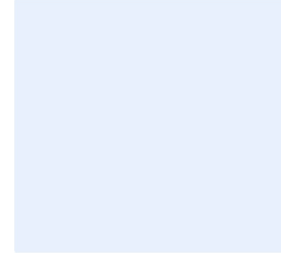




Application for Employment

Position Applied	
Date Applied	
Notice Period	
Expected Salary (RM)	



Applicant's Photo

PERSONAL INFORMATION	
Name	
Date of Birth	
Age	
Gender	
Address	
Nationality	
Race	
NRIC/Passport No.	
Marital Status	
Telephone No.	
Email Address	

EDUCATION HISTORY		
QUALIFICATION OBTAINED	NAME OF INSTITUTE/UNIVERSITY	DATES ATTENDED

PROFESSIONAL QUALIFICATION	
QUALIFICATION	INSTITUTION



Application for Employment

EMPLOYMENT RECORD				
CURRENT/PAST EMPLOYER	PERIOD EMPLOYED	POSITION	REASON(S) FOR LEAVING	LAST DRAWN SALARY (RM)

LANGUAGE PROFICIENCY (5 – Excellent, 4 – Good, 3 – Moderate, 2 – Poor, 1 – Very Poor)		
LANGUAGE	SPOKEN (RATE UP TO 5)	WRITTEN (RATE UP TO 5)

REFEREES (Please provide at least two (2) referees from your previous employment, DO NOT INCLUDE RELATIVES.)			
NAME OF REFEREE	RELATIONSHIPS TO YOU	CONTACT NUMBER	COMPANY

I consent on SP Sempurna Services Sdn. Bhd. for seeking verbal or written information about me from representatives of my previous employers and/or referees and authorise the information sought to be released for the purposes of ascertaining my suitability for the position I am applying for. I understand that the information received by the company is supplied in confidence as evaluative information, and as such will not be disclosed to me.

Signature:	Date:
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Application for Employment

FAMILY BACKGROUND		
NAME OF FAMILY MEMBER	COMPANY	RELATIONSHIPS TO YOU

HEALTH ISSUES	YES	NO
Do you have any known health condition of any kind, which may affect your ability to effectively carry out the functions and responsibilities of the position applied for?	<input type="checkbox"/>	<input type="checkbox"/>
If YES, please give details		
Have you suffered any injury or illness that may affect your ability to effectively carry out the physical requirements, functions and responsibilities of the position applied for (eg, a previous back injury, carpal Tunnel, Tennis Elbow or other repetitive strain injury)?	<input type="checkbox"/>	<input type="checkbox"/>
If YES, please give details		
Are you on any medication which may affect your performance in the position that you have applied for?	<input type="checkbox"/>	<input type="checkbox"/>
If YES, please give details		

CRIMINAL HISTORY	YES	NO
Have you had any criminal convictions?	<input type="checkbox"/>	<input type="checkbox"/>
If YES, please give details		
Are you currently awaiting trial for any criminal offense?	<input type="checkbox"/>	<input type="checkbox"/>
If YES, please give details		
Have you ever initiated an act of violence in the workplace?	<input type="checkbox"/>	<input type="checkbox"/>
If YES, please give details		
Have you ever initiated major misconduct in the workplace?	<input type="checkbox"/>	<input type="checkbox"/>
If YES, please give details		
Have you been denied from leaving Malaysia at immigration?	<input type="checkbox"/>	<input type="checkbox"/>
If YES, please give details		

ADDITIONAL INFORMATION	YES	NO
If the job requires, do you have a valid driver's license?	<input type="checkbox"/>	<input type="checkbox"/>
Are you prepared to travel for outstation work in regards of the period when required?	<input type="checkbox"/>	<input type="checkbox"/>
Are you prepared to work flexible hours if required?	<input type="checkbox"/>	<input type="checkbox"/>



Application for Employment

Are you prepared to work overtime as and when required?	<input type="checkbox"/>	<input type="checkbox"/>
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DECLARATION

1. I declare that the answers to the questions in the application are true and correct and I understand that the information requested within this application form is sought to establish my suitability for the position that I am applying and that if I do not provide such information then this application for employment may be rejected.
2. I authorise any screening processes that SP Sempurna Services Sdn. Bhd. sees fit to exercise in considering this application. I understand this process may include employer references and checking of criminal and medical records.
3. I note that any offer of employment does not constitute an employment agreement until a separate agreement has been evidenced in writing and signed by SP Sempurna Services Sdn. Bhd. and myself.
4. I am not aware of any personal circumstance, medical condition or disability that would limit my ability to adequately perform the role for which I seek appointment.
5. I accept that, should my application be successful, the foregoing information will form part of my contract of employment and falsification of any information is grounds for dismissal.
6. By returning this application, it is acknowledged that I fully agree with the above declaration.

Name:	Signature:	Date:
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Checklist: Required documents upon submission of application

- Resume*
- Completed and Signed Application for Employment Form*
- Copy of Highest Academic Certification and Transcripts*
- Copy of your latest payslip (where applicable)*
- Copy of your NRIC (for Malaysian nationals)*
- Copy of your passport (for foreign nationals)*
- Copy of your passport-sized photo*
- Copy of criminal record (for foreign nationals)*