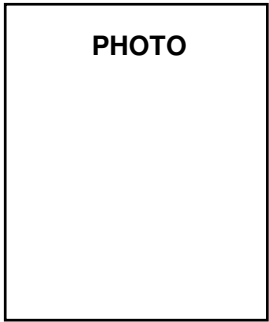




APPLICATION FOR EMPLOYMENT
(CONFIDENTIAL)



POSITION APPLIED FOR: _____

For Company Use Only

NAME & ADDRESS

Mr/Mrs/Miss: _____

Address: _____

_____ Post Code: _____

Tel. No. (Office): _____ (Home/Mobile): _____

PERSONAL DETAILS

Date of Birth: _____ Age: _____

Place of Birth: _____ Race: _____

Citizenship: _____ Religion: _____

I.C. No: _____ EPF No: _____

Income Tax No: _____ SOCSO No: _____

HEALTH

Height: _____ Weight: _____

Sight: _____ Hearing: _____

Present state of health: _____

Physical disabilities for handicap if any (e.g. lameness): _____

Major illnesses or accidents (if any) suffered, with approximate dates: _____

FAMILY DETAILS

For Company Use Only

Marital Status: Single Married Divorced

If married

Spouse's name: _____

Spouse's occupation: _____

Spouse's employer: _____

Number of Children: _____

(i) Below 18 years: _____

(ii) Above 18 years: _____

CURRENT / LATEST EMPLOYMENT

a) Employer: _____

Location: _____

Position Held: _____ From: _____ To: _____

Department: _____

Last drawn salary: _____

b) Reason/s for leaving: _____

c) Description of job responsibilities: _____

d) If offered employment, when can you start work with Anika? _____

e) State salary expected: RM _____

f) Have you any objection to the company referring to your present employer before an offer of employment is made? _____

PAST EMPLOYMENT (1)

For Company Use Only

a) Employer: _____
 Location: _____
 Position Held: _____ From: _____ To: _____
 Department: _____
 Last drawn salary: _____

b) Reason/s for leaving:

c) Description of job responsibilities:

PAST EMPLOYMENT (2)

a) Employer: _____
 Location: _____
 Position Held: _____ From: _____ To: _____
 Department: _____
 Last drawn salary: _____

b) Reason/s for leaving:

c) Description of job responsibilities:

EDUCATION

a) Name of School / College	From (Year)	To (Year)	Examination Passed / Diploma / Degree
1.			
2.			
3.			

b) Postgraduate / Professional Qualification:

1. _____
2. _____
3. _____

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c) Are you pursuing any course at present? If yes, please state details:

1. _____
2. _____
3. _____

d) Languages (state competency, ie. whether excellent, good, fair, weak):

Language	Written	Spoken
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1. _____
2. _____
3. _____

EXTRACURRICULAR ACTIVITIES

Sports / Games	Society / Association	Position Held
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At School:

1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

At University / College:

1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

Presently:

1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

Other hobbies, interests and leisure time activities not covered above:

OTHER INFORMATION

For Company Use Only

1. Have you applied to this company before? If yes, please state date(s) and position(s):

2. Why are you seeking employment with this company?

3. Are you a member of any registered Trade Union? (If yes, please give details):

4. Have you ever been charged in any Court of Law? (If yes, please give details):

REFERENCES (Referees should not be members of your family):

1. Name: _____ Relationship: _____
Address / Telephone: _____

2. Name: _____ Relationship: _____
Address / Telephone: _____

Give the names of friends or relatives, if any, employed by this company:

1. Name: _____ Relationship: _____
Position: _____

2. Name: _____ Relationship: _____
Position: _____

DECLARATION

I hereby declare that all the particulars given in this application form are to the best of my knowledge and belief, true and correct. This declaration shall, if I am employed constitute an integral part of any contract of service between the company and myself. I agree and accept that if this declaration is in any part false or incorrect the company reserves the right to terminate my services instantly.

Signature of Applicant

Date