

Please fill in the form below. After done, please save the form in pdf file format to your hardisk. Submit your pdf application form to us by emailing to us via applyjobkk@gmail.com



INSTITUT SINARAN
 Km 10, Jalan Tuaran by Pass, 88450 Kota Kinabalu
 P.O.Box 17264, 88873 Kota Kinabalu
 Sabah, Malaysia
 Tel: +6088492924 Fax: +6088492928

EMPLOYMENT APPLICATION FORM

POSITION APPLIED FOR		DATE	
----------------------	--	------	--

Passport size Photo

 (scan and attached together with the email)

PART I PERSONAL DATA

APPLICANT NAME *			
NEW IDENTIFICATION CARD / PASSPORT NO. *		OLD IDENTIFICATION CARD NO.	
NATIONALITY *		DATE OF BIRTH *	
GENDER *	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	AGE *	
RELIGION		MARITAL STATUS *	
EPF NO		INCOME TAX NO.	
CORRESPONDENCE ADDRESS *			
PERMANENT ADDRESS *			
TELEPHONE NO (HOME)		MOBILE PHONE NO *	
NUMBER OF SIBLING		WILLINGNESS TO TRAVEL *	<input type="checkbox"/> YES <input type="checkbox"/> NO
TYPE OF DRIVING LICENSE *	<input type="checkbox"/> B <input type="checkbox"/> D <input type="checkbox"/> E	POSSES OWN TRANSPORT *	<input type="checkbox"/> YES <input type="checkbox"/> NO
IF MARRIED			
SPOUSE NAME *			
SPOUSE OCCUPATION		NUMBERS OF CHILDREN *	

*Must be filled

PART II CONTACT PERSON IN CASE OF EMERGENCY

RELATIONSHIP	NAME	HOUSE TEL NO.	ADDRESS

PART III EDUCATION BACKGROUND

	Name and Location	Certificate/degree	Major /Subjects of Study
High School			
College or University			
Specialized Training etc... if any			
Other Education			

PART IV LANGUAGES CAPABILITIES RATINGS

(PLEASE SELECT WHERE APPLICABLE)

RATING:	1 - V E R Y P O O R	2- P O O R	3-AVERAGE	4-GOOD	5-EXCELLENT
---------	---------------------	------------	-----------	--------	-------------

	Rating in Reading	Rating in Writing	Rating in Speaking
ENGLISH			
BAHASA MELAYU			
MANDARIN			
OTHERS :			

PART V WORKING EXPERIENCE (PLEASE START WITH THE CURRENT/ FINAL JOB)

DATES EMPLOYED	COMPANY	Position	Basic salary

Job notes, tasks performed and reason for leaving:

DATES EMPLOYED	COMPANY	Position	Basic salary

Jobnotes,taskspformedandreasonforleaving:

DATES EMPLOYED	COMPANY	Position	Basic salary

Jobnotes,taskspformedandreasonforleaving:

DATES EMPLOYED	COMPANY	Position	Basic salary

Jobnotes,taskspformedandreasonforleaving:

DATES EMPLOYED	COMPANY	Position	Basic salary

Jobnotes,taskspformedandreasonforleaving:

PART VI REFREES (Should Be Non relatives)

	No.1	No.2
NAME		
ADDRESS/ COMPANY		
OCCUPATION		
CONTACT NO.		
RELATIONSHIP		
YEARS KNOWN		

PART VII PROFESSIONAL BODY MEMBERSHIP (IF ANY)

PROFESSIONAL ASSOCIATION / BODY	MEMBERSHIP SINCE

PART VIII CURRENT HEALTH RECORDS

(Please put a tick ✓ in the correct column)

	RECORDS	YES	NO
1	High Blood Pressure		
2	Diabetes		
3	Cancer		
4	Asthma		
5	Psychological Disorder		
6	Physical Disability		
7	Pregnancy ?(for married ladies only) If Yes, Please state how many months pregnant		
8	Smoker ?		

PART IX GENERAL

1. **DO YOU HAVE ANY KNOWLEDGE IN COMPUTER APPLICATION SOFTWARE? IF YES, PLEASE STATE.**

2. **HAVE YOU EVER BEEN CONVICTED OF ANY CRIMINAL OFFENCE IN ANY COURT OF LAW (IN MALAYSIA OR OVERSEA)?**

3. **DO YOU HAVE ANY RELATIVE WORKING IN THIS INSTITUTE? If Yes, Please give details.**
Name: _____ Position: _____

Relationship: _____

4. **HAVE YOU EVER BEEN CONVICTED OF ANY CRIMINAL OFFENCE IN ANY COURT OF LAW (IN MALAYSIA OR OVERSEA)? If Yes, please state the Offence.**

5. **HOW DID YOU COME ACROSS THIS POSITION (eg. Through newspaper, e-advertisement, families and friends etc) ?**

6. **WHEN WOULD YOU BE ABLE TO ENTER OUR EMPLOYMENT, IF OFFERED?**

PART X LAST DRAWN & EXPECTED SALARY

Details	Amount
Last Drawn Basic Salary	
Last Drawn Allowance (if any)	
Expected Salary	

PART XI DECLARATION

I HEREBY DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE INFORMATION GIVEN IN THIS APPLICATION FORM ARE TRUE. I ALSO HEREBY ACCEPT THAT ANY MISREPRESENTATION OR OMISSION OF FACT WILL BE SUFFICIENT GROUNDS FOR TERMINATION OF CONTRACT.

SIGNATURE..... DATE.....