



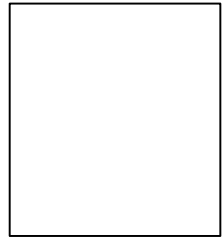
CONFIDENTIAL

SRI GUAN TEIK CREDIT SDN BHD (657972-U)

JITRA CHANGLUN ALORSTAR POKOKSENA GURUN SG.PETANI KUALANERANG ARAU KANGAR

Managerial Office: No. 2, Kompleks Jitra, 06000 Jitra, Kedah. Tel: 04-917 1199 / 2199 Fax: 04-917 9299

APPLICATION FOR EMPLOYMENT



- 1 Please write in block letters. Tick () boxes as appropriate.
- 2 No spaces should be left blank. If it is not applicable, write 'N.A' or 'NIL'.
- 3 Copies of certificates or testimonials should be attached to the form.
- 4 The originals should be brought to the interview.

POSITION APPLIED FOR :

PERSONAL DETAILS

NAME : NATIONALITY:

NRIC NO : (New) (Old) DATE OF BIRTH:

COLOUR : SEX: MALE FEMALE

PLACE OF BIRTH : RACE:

CORRESPONDENCE ADDRESS : RELIGION:

..... TEL NO. (hse) :

..... TEL NO. (off) :

(Post Code) (Town/State)

HEALTH

PHYSICAL DISSABILITIES / ALLERGIES (if any) :

MAJOR ILLNESS SUFFERED SINCE BIRTH :

FAMILY DETAILS

MARITAL STATUS : SINGLE MARRIED OTHERS - Please state

NAME OF SPOUSE : NO. OF CHILDREN:

OCCUPATION & EMPLOYER :

PLEASE GIVE DETAILS OF WORKING MEMBERS OF YOUR FAMILY (parents, brothers, sisters & children)

NAME	RELATIONSHIP	OCCUPATION & EMPLOYER

EDUCATION		Note: Please attach copies of relevant certifications			
EDUCATIONAL INSTITUTIONS	DATE		HIGHEST QUALIFICATION OBTAINED	GRADE	
	FROM	TO			
SECONDARY SCHOOL :					
COLLEGE / UNIVERSITY					
OTHER TRAINING ATTENDED					
PROFESSIONAL MEMBERSHIP					
NAME OF BODY		YEAR OF ADMISSION		MEMBERSHIP STATUS	
CURRENT EMPLOYMENT					
NAME OF EMPLOYER: _____					
STARTING POSITION: _____			DATE JOINED: _____		
STARTING SALARY: _____					
CURRENT POSITION: _____			CURRENT SALARY: _____		
Please describe some of the key job functions in your current position: _____					

PAST EMPLOYMENT RECORD			Note : List most recent job first		
Name of Employer & Position	Salary		Date		Reason (s) for leaving
	Starting	Ending	Joined	Left	

OTHER DETAILS	
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EXPECTED SALARY AND BENEFITS DATE AVAILABLE FOR WORK:	RESTRICTIONS ON TRANSFERABILITY, IF ANY
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PLEASE GIVE ADDITIONAL INFORMATION WHICH YOU THINK MAY HELP IN YOUR APPLICATION

CHARACTER REFEREES				Please provide two persons (not relative)							
Full name			Full name								
Address		Tel No.		Address		Tel No.					
Occupation			Years known			Occupation			Years know		

I HEREBY DECLARE THAT THE INFORMATION GIVEN BY ME IN THIS FORM IS CORRECT AND TRUE TO THE BEST OF MY KNOWLEDGE. I FULLY UNDERSTAND AND ACCEPT THAT IF AT ANY TIME AFTER ENGAGEMENT IT IS FOUND THAT A FALSE DECLARATION HAS BEEN MADE IN THIS FORM THE EMPLOYER HAS THE ABSOLUTE RIGHT TO TERMINATE MY EMPLOYMENT FORTHWITH.

.....
 SIGNATURE DATE

FOR OFFICE USE ONLY

JOB TITLE :

SALARY :

COMMENCEMENT DATE :

REMARKS :

APPROVED BY: APPROVED BY :

.....
DATE : DATE :

Source of recruitment	Advertise-ment	Company Website	Enquiry / Walk In	Internal Staff	Recruitment Agency	Recommend By:	College / Uni.
Tick (✓)							