



APPLICATION FORM

FOR THE POSITION OF : _____

CONTACT DETAILS

Full Name:			
Correspondence Address:			
Permanent Address:			
Tel. Number (Hse)		Tel. Number (Off.)	

PERSONAL PARTICULARS

Date of Birth:		Place of Birth	
Nationality:		N.R.I.C Number:	
Race:		Age:	
Gender:		Religion	

Marital Status:		Date of Marriage	
Name of Spouse:			
Spouse's Employer and Tel. Number (if working)			
No. of Children and Their Ages			

OTHER INFORMATION

Period of notice required by the current employer (if currently employed)		Date of availability to start work, if hired	
Last drawn of current salary:		Expected Salary:	

EDUCATIONAL BACKGROUND**HIGHEST EDUCATION**

Qualification:		Grade:	
Field of study:			
Area of specialization:			
Name of Institution/University:			
Location:		Date of Graduation	

SECOND HIGHEST EDUCATION

Qualification:		Grade:	
Field of study:			
Area of specialization:			
Name of Institution/University:			
Location:		Date of Graduation	

SECONDARY SCHOOL

Qualification:		Grade:	
Name of school:			
Location:			

OTHER COURSES (LAST OF CURRENTLY ATTENDING)

MEMBERSHIP OF TRADE OR PROFESSIONAL BODIES (if any)

Name of body:	
Year of submission:	
Membership status:	
Hobbies and sports	

EMPLOYMENT HISTORY

List all employment, starting with current or last employer, account for all periods including unemployment. Also include relevant voluntary and or part time work experience. Attach a copy of you resume to provide additional information.

Employer:		From:	
		To:	
Address:		Department:	
		Job Title	
Major duties:		Reason for leaving:	
Last Drawn Pay:	RM		

Employer:		From:	
		To:	
Address:		Department:	
		Job Title	
Major duties:		Reason for leaving:	
Last Drawn Pay:	RM		

Employer:		From:	
		To:	
Address:		Department:	
		Job Title	
Major duties:		Reason for leaving:	
Last Drawn Pay:	RM		

Employer:		From:	
		To:	
Address:		Department:	
		Job Title	
Major duties:		Reason for leaving:	
Last Drawn Pay:	RM		

Employer:		From:	
		To:	
Address:		Department:	
		Job Title	
Major duties:		Reason for leaving:	

PERSONAL STRENGTH

Language proficiency:				
Acquired skills:				

If and when your hired by Sepakat Computer Consultant Sdn. Bhd.

Are you willing to travel?	
Are you willing to be transferred?	
Do you posses your own transport?	

ADDITIONAL INFORMATION

State any additional information you feel maybe helpful to us in considering your application:

EMPLOYEE RELEASE AND PRIVACY STATEMENT

Please read this carefully before signing:

I understand that Sepakat Computer Consultant Sdn Bhd requires information about me to evaluate my qualifications for employment and to conduct its business if I become and employee. Therefore, I authorize the company to investigate my past employment, educational credentials and other employee-related information. I agree to cooperate in such investigations and release those parties supplying such information to the company from all liability or responsibility with respect to information supplied.

I understand that any false answers or statements made by me on this application or any supplement thereto or in connection with the above-mentioned investigations will be sufficient grounds for immediate discharge, if I am employed.

Applicant's Signature _____ *Date:* _____

INTERVIEWER COMMENTS

Application Reviewed by: _____ *Date:* _____

Applicant Interviewed by: _____ *Date:* _____