

## APPLICATION FOR EMPLOYMENT FORM

Position applied for: ( <i>Jawatan yang dipohon</i> ):	
Company (Syarikat):	i) Sure-Reach Worldwide Express Sdn. Bhd. ii) Sure-Reach Records Management Sdn. Bhd. iii) Sure-Reach Management Co. Sdn. Bhd.
General Knowledge Assessment Score Markah Penilaian Pengetahuan Am	

*photo*

### A) PERSONAL PARTICULARS (*Butir-butir Peribadi*)

Full name: ( <i>Nama penuh</i> ):		Call name: ( <i>Nama panggilan</i> ):	
New I/C No: ( <i>No. k/p baru</i> ):		Old I/C No: ( <i>No. k/p lama</i> ):	
Date of birth: ( <i>Tarikh lahir</i> ):		Age: ( <i>Umur</i> ):	
Race: ( <i>Bangsa</i> ):		Religion: ( <i>Agama</i> ):	Smoking? <i>Merokok?</i> : Yes No Ya Tidak
EPF No: ( <i>No. EPF</i> ):		SOCSSO No: ( <i>No. SOCSSO</i> ):	Income Tax No.: ( <i>No. Cukai Pendapatan</i> ):
Mobile phone no.: ( <i>No. telefon bimbit</i> ):		House phone no.: ( <i>No. telefon rumah</i> ):	Fax no.: ( <i>No. faks</i> ):
Height (cm): ( <i>Tinggi</i> ):		Weight (kg): ( <i>Berat dalam kg</i> ):	Body Mass Index: ( <i>Indeks badan</i> ):
Residential address: ( <i>Alamat tempat tinggal</i> ):			
Permanent/ Home address: ( <i>Alamat tetap / asal</i> ):			
Has own transport?: ( <i>Ada kenderaan sendiri?</i> ):	Yes / No Ya / Tiada	Driving license no: ( <i>No. lesen memandu</i> ):	Class: ( <i>Kelas</i> ):
Marital status: ( <i>Taraf Perkahwinan</i> ):		Spouse's name: ( <i>Nama suami/isteri</i> ):	

#### Details of children, if any. (*Maklumat anak-anak, jika ada*):

Name (Nama)	Age (Umur)	Details of Education/ Employer

#### Details of parents if any. (*Maklumat ibu dan bapa*):

Name (Nama)	Age (Umur)	Details of Education/ Employer

**B) QUALIFICATIONS** (*Kelulusan*)

No.	School/College/University ( <i>Sekolah/Kolej/Universiti</i> )	Year ( <i>Tahun</i> )	Attainment ( <i>Pencapaian</i> )

**C) LANGUAGE PROFICIENCY** (*Kemahiran Bahasa*)

Criteria	Rating, pls tick <input type="checkbox"/> (Penilaian, sila tandakan <input type="checkbox"/> )					
	Written			Spoken		
	Good	Fair	Poor	Good	Fair	Poor
1. Bahasa Malaysia						
2. English						
3. Mandarin						
4. Tamil						
5. Others:						

**D) COMPUTER LITERACY** (*Kemahiran Komputer*)

Software/System/Program/Application, etc. ( <i>Perisian/Sistem/Program/Aplikasi dsbnya</i> )	Rating, pls tick <input type="checkbox"/> (Penilaian, sila tandakan <input type="checkbox"/> )		
	Good	Fair	Poor

**E) OTHER SKILLS** (*Lain-lain Kemahiran /Kecenderungan*)

	Rating, pls tick <input type="checkbox"/> (Nilai, sila tandakan <input type="checkbox"/> )		
	Good	Fair	Poor

**F) WORKING EXPERIENCE** (*Pengalaman Bekerja*)

Employer ( <i>Majikan</i> )	From ( <i>Dari</i> )	To ( <i>Ke</i> )	Last Salary ( <i>Saraan Terakhir</i> )	Reason for Leaving ( <i>Sebab tamat perkhidmatan</i> )

**G) CURRENT SALARY & EXPECTED SALARY** (*Gaji Sekarang & Gaji Yang Diminta*)

Current Salary	
Expected Salary	

**H) COURSES ATTENDED OR ATTENDING** (*Kursus-kursus yang telah atau sedang diikuti*)

Type of program/study (Jenis kursus/jurusan)	Institution/Training Provider (Institusi/Pusat Latihan)	Date/Period (Tarikh/Tempoh masa)	Remarks (Kenyataan)

Please answer the following questions honestly with a tick: ✓  
(Sila jawab soalan berikut dengan benar dengan tanda): ✓

No.	Questions (Soalan-soalan)	Yes (Ya)	No (Tidak)	If yes, please elaborate (Jika ya, sila terangkan)
1	Do you suffer from any prolonged illness, physically impaired or handicapped? (Adakah anda menghadapi sebarang penyakit kronik, cacat fizikal atau kurang upaya?)			
2	Have you ever been convicted of any criminal offence in any court of laws? (Pernahkah anda disabitkan kesalahan jenayah di mana-mana mahkamah?)			
3	May inquiries about you be made from your present/previous employers? (Bolehkah pertanyaan mengenai anda dibuat dari majikan anda sekarang atau majikan dahulu?)			
4	If you are a female, are you expecting? (Perempuan sahaja: Adakah anda sedang hamil?)			

**I) NEXT-OF-KIN, THAT CAN BE CONTACTED IN THE EVENT OF AN EMERGENCY:**

(Orang yang terdekat yang boleh dihubungi di waktu kecemasan)

Name (Nama)	Relationship (Hubungan)	Tel. No. (No. telefon)

## J) DECLARATION *(Pengakuan)*

I hereby declare that to the best of my knowledge, the information provided in this application form is true and correct. I also understand that if it is subsequently discovered that I have willfully given incorrect information or withheld any information, my application will automatically be disqualified or if I have been appointed, the company reserves the right to terminate my employment immediately without compensation or take any other disciplinary actions deems just and fit.

I am not an undischarged bankrupt nor is there any bankrupt petition pending or threatened against me nor have I ever been adjudicated a bankrupt.

I have not been convicted within or outside Malaysia of any offence in particular but not limited to acts involving fraud, dishonesty or, the taking or possession of neither prohibited drugs nor are there any proceedings pending or threatened against me for any such offence.

I have not had any disciplinary proceedings taken against me nor have I been suspended for any reason, in particular but not limited to acts involving fraud, dishonesty or, the taking of prohibited drugs, by any of my previous employers, nor have I resigned from any of my previous employments to avoid disciplinary proceedings or dismissal for any reason, including fraud, dishonesty or, the taking or possession of prohibited drugs.

Save as disclosed, I have made full and true disclosure of all materials facts and information and have not concealed or omitted any material fact or information and I fully understand that if any of the declarations, material facts or information given above are found to be incorrect, incomplete or untrue, Sure-Reach reserves the right to terminate my employment without notice or compensation.

*(Saya tidak pernah diisytiharkan muflis mahupun masih menunggu keputusan surat rayuan muflis mahupun memutuskan sebagai muflis.*

*Saya tidak pernah didapati bersalah atas apa-apa kesalahan yang khusus sama ada di dalam atau di luar Malaysia, tetapi tidak terhad kepada kesalahan seperti penipuan, pecah amanah, atau mengambil atau mempunyai dadah terlarang mahupun masih menunggu keputusan atas tuduhan sedemikian terhadap diri saya.*

*Saya tidak pernah dikenakan tindakan disiplin mahupun digantung kerja atas sebab-sebab khusus, tetapi tidak terhad kepada kesalahan seperti penipuan, pecah amanah, atau mengambil dadah terlarang oleh majikan terdahulu, ataupun, meletakkan jawatan dari majikan terdahulu untuk mengelak dari tindakan disiplin atau pemecatan atas apa-apa sebab termasuk penipuan, pecah amanah atau mengambil atau mempunyai dadah terlarang.*

*Seperti yang tertera, saya mengaku bahawa semua fakta kebendaan dan maklumat yang dinyatakan adalah sah dan tidak mengubah atau menyembunyikan apa-apa maklumat, saya faham bahawa jika mana-mana pengakuan, fakta kebendaan atau maklumat yang disertakan didapati salah, tidak lengkap atau tidak benar, Sure-Reach berhak untuk menamatkan perkhidmatan saya tanpa pemberitahuan dan pampasan).*

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Date *(Tarikh)*

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Signature *(Tandatangan)*

**K) INTERVIEWER'S COMMENTS & ASSESSMENT** (*Penilaian dan kenyataan Penemuduga*)

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**FOR OFFICE USE ONLY**

**L) Recommended for:**     Hire     KIV     2nd interview     Reject     Others

1.	Start Date:			2. Location:	
3.	Position:			4. Reporting to:	
5.	New / Replacement Headcount	<u>Details:</u>			
6.	Remuneration	Basic Salary:	<b>Allowances:</b>	<b>RM.</b>	<b>Basis (Day/ Mth)</b>
			a)		
			b)		
			c)		
			d)		
7.	Job Description				
8.	KPI - Key Performance Index  (use separate paper if need)	<b>Measurement:</b>			<b>%</b>
Interviewers:					<b>100%</b>

\_\_\_\_\_  
Name, Signature & Date

\_\_\_\_\_  
Name, Signature & Date

**M) Approval Authorities:**

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Name, Signature & Date

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Name, Signature & Date

*HR Department*