



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

EMPLOYMENT APPLICATION FORM

POSITION APPLIED FOR		DATE	
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Passport size Photo

(scan and attached together with the email)

PART I PERSONAL DATA

APPLICANT NAME *			
CHINESE NAME (If any)			
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	POSSESS OWN TRANSPORT *	<input type="checkbox"/> YES <input type="checkbox"/> NO
IF MARRIED			
SPOUSE NAME *			
SPOUSE OCCUPATION		NUMBER 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 LANGUAGE PROFICIENCY RATINGS

(PLEASE SELECT WHERE APPLICABLE)

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

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

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

DATE EMPLOYED	COMPANY	Position	Basic Salary

Job notes, tasks performed and reason for leaving:

DATE EMPLOYED	COMPANY	Position	Basic Salary

Job and tasks performed and reason for leaving:

DATE EMPLOYED	COMPANY	Position	Basic Salary

Job and tasks performed and reason for leaving:

DATE EMPLOYED	COMPANY	Position	Basic Salary

Job and tasks performed and reason for leaving:

DATE EMPLOYED	COMPANY	Position	Basic Salary

Job and tasks performed and reason for leaving:

PART VI REFEREES (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 overseas)? If Yes, please state the Offence.

- 3. Do you have any relative working in this institute? If yes, please give details.
Name: _____ Position: _____

Relationship: _____

- 4. How did you come across this position (e.g. Through newspaper, e-advertisement, families and friends etc)?

- 5. 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.....