

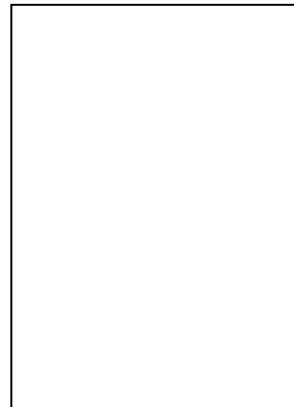
APPLICATION FOR EMPLOYMENT

POSITION APPLIED FOR:

NAME OF APPLICANT:

DATE OF APPLICATION:

APPLICANT'S PASSPORT SIZED PHOTO:



QUALIFICATION			
YEAR OBTAINED	CERTIFICATE / DIPLOMA / ADVANCE DIPLOMA ASSOCIATE/BACHELOR'S/MASTERS/DOCTORATE DEGREE	GRADE	MAJOR

Applicants are required to furnish certified true copies of the qualifications stated above together with this application form for verification.

PROFESSIONAL QUALIFICATION		
YEAR	PROFESSIONAL ORGANISATION / SOCIETY / INSTITUTION	LEVEL/GRADE

To be filled in only if you are a member of a professional institution/organisation/society e.g. Malaysian Society of Interior Designers (MSID)/ IPDM / MMIM/ ACCA/ CSD/ PAM/ AIA/ ASID etc. Applicants to provide certified true copies of the certificates issued by the professional body for verification

COMPUTER SKILLS				
OTHER COMPUTER SKILLS	GENERAL COMPUTER SKILLS			
List below other computer skills that you have which may include knowledge of software not listed in the next column, or computer programming, computer repairing and engineering skills. Also state level of competency of each skill.	SOFTWARE	VERY GOOD	FAIR	NO SKILLS
	MICROSOFT WORD			
	MICROSOFT EXCEL			
	MICROSOFT ACCESS			
	MICROSOFT OUTLOOK			
	POWERPOINT			
	AUTOCAD			
	VERSION : _____			
	VERSION : _____			
	VERSION : _____			
3D STUDIO MAX/VIZ				
ADOBE PHOTOSHOP				

mark appropriate box with an 'X' to indicate your level of competency for each of the software listed

OTHER OFFICE SKILLS			
TYPING SPEED		ACCOUNTING KNOWLEDGE	
SHORTHAND SPEED		ACCOUNTING LEVEL	

To be filled only by secretarial/clerical/admin/accounting applicants To be filled by accounting applicants

WORK EXPERIENCE					
YEAR	NAME OF COMPANY	POSITION HELD	LAST SALARY	JOB RESPONSIBILITY	REASON FOR LEAVING

Applicant to fill in all previous permanent jobs. You may request for additional paper if necessary.
 We reserve the right to call your previous employers to verify the information provided above and for further reference of your performance in the company. We may also request for copies of your present and past Appointment letters and your last payslip.

PRESENT JOB			
NAME OF COMPANY		DURATION WITH CURRENT COMPANY	
		PRESENT SALARY	
		CURRENT BENEFITS	
		REPORTING TO	
REASON FOR LEAVING			
CURRENT JOB SPECS			
Can we refer to your present employer regarding your performance and attitude? Please provide reason below should your answer be NO		YES	NO
Provide reason why you prefer us not to refer to your present employer with regards to your performance and attitude.			
All successful applicants are to furnish us with original copies of their last payslip and Letter of Appointment.			

FAMILY BACKGROUND			
NO. OF MEMBERS IN FAMILY		Please indicate each BROTHER'S OCCUPATION	
YOUR POSITION IN THE FAMILY			
FATHER'S OCCUPATION		Please indicate each SISTER'S OCCUPATION	
MOTHER'S OCCUPATION			
Kindly state the type of business as well should the occupation be 'businessman/woman'			

OTHER INFORMATION			
DO YOU HAVE A CAR LICENSE?		DO YOU OWN A CAR?	
DO YOU HAVE A MOTORCYCLE LICENSE?		DO YOU OWN A MOTORCYCLE?	
ARE YOU A MEMBER OF ANY CLUB / SOCIETY? (IF YES, PLS. PROVIDE NAME)		DO YOU HAVE ANY MEDICAL CONDITION THAT WILL AFFECT YOUR PERFORMANCE?	
ARE YOU A MEMBER OF ANY POLITICAL PARTY? (IF YES PLS PROVIDE DETAILS)		DO YOU SUFFER FROM ANY OF THE FOLLOWING? (PLEASE INDICATE 'YES' OR 'NO')	HYPERTENSION
HAVE YOU BEEN CHARGED IN COURT?			DIABETES
WHAT ARE YOUR AMBITIONS/GOALS?			HIGH BLOOD PRESSURE
HOBBIES			HEART DISEASE
			MIGRAINE
			AIDS/HIV+
			COLOR BLINDNESS
	CANCER		
	GASTRIC		
REASON FOR APPLYING THIS JOB			
HOW SOON CAN YOU START WORK		EXPECTED SALARY	

REFEREES			
1ST REFEREE		2ND REFEREE	
NAME		NAME	
OCCUPATION		OCCUPATION	
NAME OF COMPANY		NAME OF COMPANY	
ADDRESS		ADDRESS	
TEL. NO.		TEL. NO.	
RELATIONSHIP		RELATIONSHIP	
Provide 2 referees for our reference. The referees that you list should not be your relative or immediate family member			

OTHER USEFUL INFORMATION

Kindly elaborate, based on your understanding of our Company's Vision and our Rules of the Game, how you might contribute to this vision, if you were to join our company.

DECLARATION

I hereby declare that all information provided by me in this **Application for Employment Form** is true and accurate, and that **S.I. Design Sdn. Bhd.** may terminate my services immediately without compensation or notice should any of this information provided by me is found to be untrue.

SIGNATURE

NAME: _____

DATE _____

FOR OFFICE USE

REMARKS						
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FINAL INTERVIEW	YES		NO		DATE OF FINAL INTERVIEW	
APPLI-CATION APPROVED ?	YES		NO		REASON	
DATE START					SALARY	
POSITION					BENEFITS	
INTERVIEWED BY					STATUS CONFIRMED	
SIGNATURE					SIGNATURE	