



APPLICATION FOR EMPLOYMENT

Form No. MSOG-HRA-F-08

Rev. 11

Date 1 Feb 2019

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All questions must be answered. Where not applicable, please state N/A

POSITION APPLIED FOR

Please attach
a recent
passport
photo here

A. PERSONAL PARTICULARS

NAME:

PERMANENT ADDRESS			NATIONALITY	
			DATE OF BIRTH	
CORRESPONDENCE ADDRESS			PLACE OF BIRTH	
			MARITAL STATUS	
TELEPHONE NO.(S)	(HOME)		GENDER	
	(HANDPHONE)		RACE	
E-MAIL ADDRESS			RELIGION	
NRIC / PASSPORT NO.			EPF NO. :	
DRIVING LICENSE	CLASS		SOCSO NO. :	
	EXPIRY DATE			
DO YOU OWN A VEHICLE?	YES ()	NO ()	INCOME TAX NO. :	
	TYPE:			

B. FAMILY INFORMATION

RELATIONSHIP	NAME	AGE	OCCUPATION	EMPLOYER / SCHOOL / UNIVERSITY
FATHER				
MOTHER				
1 st LEGAL SPOUSE				
SIBLINGS				
CHILDREN				

C. LANGUAGES AND DIALECTS

LANGUAGES AND DIALECTS	WRITTEN			SPOKEN		
	EXCELLENT	GOOD	FAIR	EXCELLENT	GOOD	FAIR



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D. MEMBERSHIP OF TRADE, ASSOCIATION OR PROFESSIONAL BODIES

CERTIFICATE / LICENSE / MEMBERSHIP	CERT / LICENSE / MEMBERSHIP NO.	VALIDITY

E. QUALIFICATION & EDUCATION BACKGROUND

LEVEL	SCHOOL / INSTITUTION / COLLEGE / UNIVERSITY	PERIOD		QUALIFICATION	GRADE / RESULTS
		FROM	TO		
PRIMARY					
SECONDARY					
TERTIARY					

Are you currently pursuing any course? **YES / NO** If **YES**, please state _____

F. PROFESSIONAL COURSES ATTENDED

NAME OF COURSE	COURSE PROVIDER	TYPE OF CERTIFICATE	VALIDITY

G. SKILLS

RELEVANT SKILLS TO THE JOB	TYPE OF SKILL (S)	LEVEL (i.e. Beginner, Intermediate, Advance)	YEARS OF EXPERIENCE
	1.		
2.			
3.			
COMPUTER SKILLS	1.		
	2.		
OTHERS	1.		
	2.		

H. PUBLIC SERVICES / RECREATIONAL ACTIVITIES

HOBBIES / LEISURE ACTIVITIES / INTERESTS			
PUBLIC /CHARITY SERVICES	DATE	ACTIVITIES	YOUR ROLE



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J. PERSONAL ACHIEVEMENTS

(Please state your achievement)

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K. CAREER EXPECTATIONS

3 years :

5 years :

L. REFERENCES (Please name 2 referees. Only immediate Superior/ Manager / HOD)

NAME	COMPANY NAME	TELEPHONE NO.	RELATIONSHIP	YEARS KNOWN	OCCUPATION
1.					
2.					

M. ADDITIONAL COMMENTS

Any other information you consider that may support your application:

NOTICE REQUIRED	_____ (month / week)	EXPECTED SALARY	RM:
PERSON TO NOTIFY IN CASE OF EMERGENCY			
TEL NO:			

- INTENTIONALLY LEFT BLANK -



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N. DECLARATION

1. Are you willing to work extra working hours? **YES / NO**
If **NO**, please specify reason _____
2. Please describe briefly your state of health, i.e. any past or present physical and /or mental illnesses and disabilities, operations, accidents, medical history, etc:

3. Are you currently taking any medication, prescribed drugs, or seeking any medical treatment? **YES / NO**
If **YES**, for what condition? _____
4. Have you ever been convicted in court for any criminal offence? **YES / NO**
If **YES**, please specify _____
5. Have you filed any case in industrial court? **YES / NO**
If **YES**, please specify the type of case & when _____
6. How did you come to know of this vacancy? _____
7. Were you ever employed by WZS Misi Setia? **YES / NO**
If **YES**, state when and for which position _____
8. Have you ever attended any interview at WZS Misi Setia? **YES / NO**
If **YES**, state when and for which position _____
9. Are you currently bonded / bounded by an employment contract? **YES / NO**
If **YES**, state notice period and amount of bond in RM _____
10. Do you have any family members, relatives or friends working in WZS Misi Setia? **YES / NO**
If **YES**, state name and position _____
11. Are you currently an owner or shareholder or in the Board of Directors of any company? **YES / NO**
If **YES**, please specify position and business type _____
12. If **YES** for Q11 : Do you believe there will be a conflict of interest in the nature of business with WZS Misi Setia Sdn Bhd ? **YES / NO**
If **YES**, please specify _____
13. Are you currently declared as a bankrupt or charged under Malaysian Bankruptcy Act 1967? **YES / NO**
If **YES**, please state under what circumstances

14. Kindly attach the required documents as follows and indicate the expiry date (tick if you have):

<input type="checkbox"/> Competency Certificates :	<input type="checkbox"/> OGSP : _____
- _____	<input type="checkbox"/> BOSET : _____
- _____	<input type="checkbox"/> AGT : _____
<input type="checkbox"/> CIDB : _____	

I hereby declare that, the information given in this application is correct. I also understand that if it is subsequently disclosed that I have willfully given incorrect information or withheld any information, my application shall be null and void and/or if I have been appointed, the company reserves the right to dismiss me immediately without prior notice.

Name :

Date :

Signature :



**APPLICATION FOR EMPLOYMENT
(HR RECORD)**

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O. DATA PRIVACY

Consent pursuant to Personal Data Protection Act 2010

The information you provide in your curriculum vitae will be used and processed by or on behalf of WZS Misi Setia Sdn Bhd for purposes related to your registration of interest in current or future employment with WZS Misi Setia Sdn Bhd and for the processing of your application for employment. We will collect and use the personal data that you have supplied to facilitate the processing of your application for employment purposes.

The personal data held by WZS Misi Setia Sdn Bhd relating to the applicants will be kept strictly confidential. WZS Misi Setia Sdn Bhd may collect information through other sources for processing and evaluating your application for employment. If your application is successful, the information will be used in the administration of your employment. As part of assessing your suitability to work with WZS Misi Setia Sdn Bhd, we may use your information to conduct reference checks in accordance with WZS Misi Setia Sdn Bhd HR Policy.

By giving your consent, you agree to your data being used in conjunction with the recruitment and employment purposes. You are responsible for ensuring that the personal data is correct and true.

I hereby declare that, the information given in this application is correct. I also understand that if it is subsequently disclosed that I have willfully given incorrect information or withheld any information, my application shall be null and void and/or if I have been appointed, the company reserves the right to dismiss me immediately without prior notice.

Name :

Date :

Signature :