



APPLICATION FOR EMPLOYMENT

Form No. MSOG-HRA-F-08

Rev. 10

Date 28 July 2017

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EDUCATION PARTICULARS

NAME OF SCHOOL / COLLEGE / UNIVERSITY	YEAR		QUALIFICATION OBTAINED	GRADE / CGPA
	FROM	TO		

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

PROFESSIONAL PARTICULARS

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

TRAINING / COURSE PARTICULARS

YEAR	ATTENDED TRAINING / COURSE TITLE

LANGUAGE (Please state GOOD, FAIR or POOR)

LANGUAGE	SPOKEN	WRITTEN

EMPLOYMENT PARTICULARS (Please state all working experiences commencing from current employment)

PERIOD		NAME OF EMPLOYER	POSITION	EMPLOYER CONTACT NO.	REASON FOR LEAVING	RECOGNITION OBTAINED (eg. Promotion / upgrade / award)
FROM	TO					



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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):
 Competency Certificates : _____
- _____
- _____
 OGSP : _____
 BOSET : _____
 AGT : _____
 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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PART B

PAST REMUNERATION

NAME OF EMPLOYER	LAST DRAWN SALARY		BENEFITS			REFERENCES* (Please specify contact no. and position)
	BASIC	ALLOWANCE	LEAVE	MEDICAL	OTHERS	

* REFERENCES (Referred personnel shall be someone in a capacity of superior level who has assessed your performance in the past)

PERSON TO CONTACT IN CASE OF EMERGENCY

NAME :	OCCUPATION :
RELATIONSHIP :	ADDRESS :
TEL.NO. (HOUSE) :	
HANDPHONE NO. :	

OTHERS

1. Any other information you consider that may support your application

2. Current notice period required to notify your present employer : _____ week(s) / month(s)

3. Expected Salary RM _____



**APPLICATION FOR EMPLOYMENT
(HR RECORD)**

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PART C

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 :