



# PERCETAKAN NASIONAL MALAYSIA BERHAD

Jalan Chan Sow Lin, 50554 Kuala Lumpur  
Tel: 03-9236 6888, Fax: 03-9236 6999

## APPLICATION FOR EMPLOYMENT (Confidential)

Applicant shall truthfully fill in all the empty column in this form without fail. Please use nil or not applicable (n/a) where necessary.  
Pemohon diwajibkan mengisi kesemua ruangan seperti yang dikehendaki. Sila guna (nil) untuk tiada dan (n/a) untuk tiada kaitan.

Recent Passport Size  
Colour Photograph

15/07/2005

Application For (Post)/Jawatan : \_\_\_\_\_ (pls. state clearly)

**NAME & ADDRESSES**

Mr./Mrs./Miss (In Blocks) : \_\_\_\_\_

(as in NRIC/ seperti di I/C)

Residential Address : \_\_\_\_\_

Alamat rumah sekarang : \_\_\_\_\_

Handphone No./ No.Talipon bimbit : \_\_\_\_\_

Correspondence Address : \_\_\_\_\_

Alamat Surat-Menyurat : \_\_\_\_\_

(If different from above/ jika berbeza)

Telephone No./No Talipon : \_\_\_\_\_

Email Address/ Alamat Emel : \_\_\_\_\_

### Comments

### PERSONAL DETAILS/MAKLUMAT PERIBADI

Date of birth/Tarikh Lahir : \_\_\_\_\_ Age/Umur : \_\_\_\_\_

Place of Birth/Tempat Lahir : \_\_\_\_\_ Religion/Ugama : \_\_\_\_\_

Race/Bangsa : \_\_\_\_\_

New NRIC No./ KP Baru : \_\_\_\_\_ Old/Lama : \_\_\_\_\_

Income Tax Ref. No. : \_\_\_\_\_ EPF No. : \_\_\_\_\_

Maybank Acc. No. ( S/C ) : \_\_\_\_\_ SOCSO No. : \_\_\_\_\_

**HEALTH CONDITION/Tahap**  Excellent/Sangat Baik  Good/Memuaskan  Poor/Berpenyakit

Eyes/Mata :  Excellent  Good  Poor Ears/Pendengaran :  Excellent  Good  Poor

Height/Ketinggian : \_\_\_\_\_ cm. Weight/Berat : \_\_\_\_\_ Kg.

Physical disabilities or handicap if any (i.e. lameness)/Kecacatan  Yes  No : \_\_\_\_\_

Are you pregnant ?/Adakah anda mengandung? ( if applicable)  Yes  No Delivery Due Date : .....

### IN CASES OF EMERGENCY NOTIFY/PENGADUAN KECEMASAN

Name>Nama : \_\_\_\_\_ Name>Nama : \_\_\_\_\_

Relation/Hubungan : \_\_\_\_\_ Relation/Hubungan : \_\_\_\_\_

Address/Alamat : \_\_\_\_\_ Address/Alamat : \_\_\_\_\_

Tel. No. : \_\_\_\_\_ Tel. No. : \_\_\_\_\_

### IMPORTANT NOTE / MAKLUMAN PENTING

- Please enclose photocopies of NRIC (both sides) and all certificates. No Appointment Letter shall be issued until all relevant documents are received by HR Dept.
- Applicant are subjected to pass the mandatory medical examination (for employment) performed by Registered Medical Practitioner before the employment.
  - Sila lampirkan salinan fotostat kad pengenalan (depan/belakang) dan semua salinan sijil-sijil persekolahan, testimonial. Surat tawaran pekerjaan tidak dikeluarkan melainkan semua dokumen berkaitan diterima oleh Jabatan Sumber Manusia.
  - Pemohon dikehendaki lulus peperiksaan perubatan (sebelum diambil bekerja) yang dilakukan oleh seorang pegawai perubatan bertauliah sebelum diberi tawaran pekerjaan

**FAMILY DETAILS/MAKLUMAT KELUARGA**

Comments

Marital Status/Taraf Perkahwianan : Single/Bujang  Married/Berkahwin  Other/Lain.....

Details	
Spouse Full Name/ Nama Penuh Pasangan	
NRIC No./No. K/P	
Marriage Date/ Tarikh Berkahwin	
Spouse Employers Name & Address>Nama dan Alamat Majikan Pasangan	

Father's Name>Nama Bapa : \_\_\_\_\_ Occupation/Pekerjaan : \_\_\_\_\_

Mother's Maiden Name>Nama Ibu : \_\_\_\_\_ Occupation/Pekerjaan : \_\_\_\_\_

**DETAILS OF CHILDREN (18 years and below)/Maklumat anak-anak tanggungan dibawah 18 tahun**

<u>Name&gt;Nama</u>	<u>BirthDay/Tarikh Lahir</u>	<u>Sex/Jantina</u>	<u>School/Sekolah</u>
_____	_____	<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Yes <input type="checkbox"/> No

**ACADEMIC & PROFESSIONAL ATTAINMENTS/PENCAPAIAN AKADEMIK & PROFESIONAL**

<u>School/College/Institution/University</u> <u>Sekolah/Kolej/Institut/Universiti</u>	<u>From (Date)/</u> <u>Dari (Tarikh)</u>	<u>To (Date)/</u> <u>Sehingga (Tarikh)</u>	<u>Qualification Attained/</u> <u>Pencapaian Tertinggi</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Are you currently pursuing any study/course at present? Adakah anda masih belajar?  Yes  No (If yes, please state details)

**Language/Bahasa**

	<u>Spoken/Bertutur</u>	<u>Read/Membaca</u>	<u>Write/Menulis</u>
Bahasa Malaysia			
English			
Mandarin			
Chinese Dialect			
Tamil			
Others ( _____ )			

**Other Skills/Lain-lain Kebolehan**

_____			
_____			
_____			

Please indicate either Excellent, Good, Fair, Poor or No if you do not use such language./Nyatakan Sangat Baik, Baik, Sederhana atau Lemah

**Working Experience/Pengalaman Bekerja**

	<u>Details 1</u>	<u>Details 2</u>	<u>Details 3</u>
Name of Employer/ <u>Nama Majikan</u>			
Address & Tel. No./ <u>Alamat &amp; No. Tel.</u>			
Business/ <u>Perniagaan</u>			
From(date)/ <u>Dari(tarikh)</u>			
To(date)/ <u>Sehingga(tarikh)</u>			
Designation/ <u>Jawatan</u>			
1. Last Drawn Salary/ <u>Gaji Terakhir</u>	1. 2.	1. 2.	1. 2.
2. Gross Allowance/ <u>Elaun Kasar</u>			
Reason/s for Leaving/ <u>Sebab Berhenti</u>			

Do you have any objection if the company refer to your previous employer before an offer of employment is made? Adakah anda mempunyai sebarang bantahan sekiranya rujukan dibuat keatas majikan terdahulu sebelum tawaran dibuat?  Yes  No \_\_\_\_\_

Current salary / Gaji sekarang : RM \_\_\_\_\_

Expected Salary / Gaji yang dikehendaki : RM \_\_\_\_\_

Please specify the earliest possible date for employment? / Sila nyatakan tarikh terawal untuk penjawatan ? \_\_\_\_\_

**OTHER INFORMATION/MAKLUMAT TAMBAHAN**

1. Have you applied/worked in this company before. If Yes, please state to which Branch/Office and Position. Pernakah anda memohon/bekerja di Syarikat ini.  Yes  No Branch/Office : \_\_\_\_\_ Position : \_\_\_\_\_ When : \_\_\_\_\_

2. Please elaborate reasons why you are seeking employment with this company/ Sila terangkan mengapa anda memohon kerja di Syarikat ini ?

3. Have you ever been charged in any court of law and found guilty/Pernakah anda didapati bersalah oleh Mahkamah ? If Yes ,state charge.

Yes  No **Custodian Sentence/Hukuman** : \_\_\_\_\_ 4. Are you a declared bankruptcy/Anda diisytihar Bankrap ?  Yes  No

**REFEREES/RUJUKAN**(No Family Ties and Preferably Working/Tiada Pertalian Kekeluargaan dan Masih Bekerja)

Name>Nama	Address/Alamat	Tel. No.
1.		
2.		

**DECLARATION**

I hereby declare that all particulars given in this application form are to the best of my knowledge and belief true and correct. I understand and agree to accept that if this declaration is in anyway false or incorrect, the company reserves the right to terminate my services.

Saya dengan ini mengesahkan kesemua maklumat didalam borang ini adalah sebenar-benarnya. Syarikat boleh memberhentikan perkhidmatan saya jika maklumat yang diberi didapati palsu atau sengaja dipinda untuk mengelirukan.

\_\_\_\_\_  
Signature of Applicant

Date :