



APPLICATION OF EMPLOYMENT

POSITION APPLIED FOR

Position	Expected Salary

PERSONAL PARTICULARS

Full Name (as in NRIC)		
Address:		
Mobile No:	Home No.:	Email Address:
Date of Birth / Age:	Place of Birth:	NRIC:
Race / Nationality:	Gender:	Marital Status:
Income Tax No. (if any)	EPF No.:	Socso No.:

LANGUAGE PROFICIENCY – indicate whether E – Excellent / G – Good / A – Average / P – Poor

Language	Spoken	Written

EDUCATIONAL DETAILS

Name of School / College / University	Location	From	To	Qualification Obtained

EMPLOYMENT HISTORY – including temporary work (Start with your present job)

From	To	Name / Location of Employer	Position Held	Salary	Reason Leaving

PARTICULARS OF IMMEDIATE FAMILY – including parents, siblings, spouse and children

Name	Relationship	Age	Occupation	Name of Company/School

EMPLOYMENT REFEREES (minimum 2 – preferable direct superior)

Name	Job Title	Company Name	Contact No	Years known

- | | YES | NO |
|--|--------------------------|--------------------------|
| a. Have you ever been convicted in court of law or are you currently involved in any legal dispute in any country? If yes, please provide details. | <input type="checkbox"/> | <input type="checkbox"/> |
| <hr/> | | |
| b. Have you ever been dismissed, or asked to resign, or subject to disciplinary action of any kind while in the service of any organization? | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Are you suffering or have suffered from any serious illness, mental disorder, or physical impairment? | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Have you been declared and undercharged bankrupt? | <input type="checkbox"/> | <input type="checkbox"/> |
| e. Have you ever work with us before? Do you have any relatives or friends working with us? | <input type="checkbox"/> | <input type="checkbox"/> |

Notice period required if offered employment :

I hereby declare that the information given by me in this application form for employment is true to the best of my knowledge, information and belief. I further declare that I have disclosed all the information required in this application and that I have not withheld any material fact or information which may affect my application. This declaration shall, if I am employed by KONSEP KARISMA SDN BHD constitute an integral part of my contract of employment. I agree and accept that if this declaration is in any part false or incorrect, the management may terminate my employment without notice or payment in lieu of notice.

DATE : _____ SIGNATURE : _____

NRIC : _____

FOR OFFICE USE ONLY					
Personality	Poor	Less than satisfactory	Satisfactory	Above Average	Excellent
Experience	Poor	Less than satisfactory	Satisfactory	Above Average	Excellent
Knowledge of work field	Poor	Less than satisfactory	Satisfactory	Above Average	Excellent
Qualification	Poor	Less than satisfactory	Satisfactory	Above Average	Excellent
Conversational Ability	Poor	Less than satisfactory	Satisfactory	Above Average	Excellent
Appearance	Poor	Less than satisfactory	Satisfactory	Above Average	Excellent
Overall	Poor	Less than satisfactory	Satisfactory	Above Average	Excellent

Approved Salary : RM