

<b>EMPLOYMENT APPLICATION FORM</b>		<b>HR&amp;A-OR-F002</b> <b>Rev: 01</b>
<b>Important notice:</b> <ul style="list-style-type: none"> <li>This form is to be filled by the person who wish to seek employment with the Company.</li> <li>The applicant must complete the form in full and all information provided must be truthful and accurate at the time of filling.</li> <li>This form is treated with strict private and confidential in accordance to Company rules and the Personal Data Protection Act 2010.</li> <li>Please fill in the blanks using capital letters except email addresses</li> </ul>		Affix recent Passport-Sized Photograph here
Position applied :		Date :
<b>A. PERSONAL DETAILS</b>		
Full name as per NRIC or Passport		
Permanent address	Mailing address	
Email address		
Mobile phone no.	Home phone no.	
NRIC no. / Passport no.	Nationality	
Date of birth	Place of birth	
Age	Gender	
Race	Religion	
Marital status :  Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/>	Do you own a driving licence?    Yes <input type="checkbox"/> No <input type="checkbox"/>  Car licence <input type="checkbox"/> Motorcycle licence <input type="checkbox"/> Other licence <input type="checkbox"/> _____	
Weight : _____ kg      Height : _____ cm	Type / class of driving licence : _____	

<b>B. FAMILY BACKGROUND (SPOUSE &amp; CHILDREN)</b>					
Name	Relationship	Gender	Age	Occupation	Name of employer

<b>C. FAMILY BACKGROUND (PARENTS &amp; SIBLINGS)</b>					
Name	Relationship	Gender	Age	Occupation	Name of employer

<b>D. EDUCATION BACKGROUND</b>			
Qualification	School/Institution/University	Grade obtained	Graduation year

<b>E. COMPETENCY CERTIFICATION / PROFESSIONAL MEMBERSHIP</b>			
Certification/membership	Awarding body/organization	Date obtained	Validity

F. LANGUAGE PROFICIENCY						
Language	Speaking			Writing		
	Excellent <input type="checkbox"/>	Good <input type="checkbox"/>	Fair <input type="checkbox"/>	Excellent <input type="checkbox"/>	Good <input type="checkbox"/>	Fair <input type="checkbox"/>
	Excellent <input type="checkbox"/>	Good <input type="checkbox"/>	Fair <input type="checkbox"/>	Excellent <input type="checkbox"/>	Good <input type="checkbox"/>	Fair <input type="checkbox"/>
	Excellent <input type="checkbox"/>	Good <input type="checkbox"/>	Fair <input type="checkbox"/>	Excellent <input type="checkbox"/>	Good <input type="checkbox"/>	Fair <input type="checkbox"/>
	Excellent <input type="checkbox"/>	Good <input type="checkbox"/>	Fair <input type="checkbox"/>	Excellent <input type="checkbox"/>	Good <input type="checkbox"/>	Fair <input type="checkbox"/>
	Excellent <input type="checkbox"/>	Good <input type="checkbox"/>	Fair <input type="checkbox"/>	Excellent <input type="checkbox"/>	Good <input type="checkbox"/>	Fair <input type="checkbox"/>

G. COMPUTER LITERACY			
Computer / IT Knowledge	Proficiency		
	Excellent <input type="checkbox"/>	Good <input type="checkbox"/>	Fair <input type="checkbox"/>
	Excellent <input type="checkbox"/>	Good <input type="checkbox"/>	Fair <input type="checkbox"/>
	Excellent <input type="checkbox"/>	Good <input type="checkbox"/>	Fair <input type="checkbox"/>
	Excellent <input type="checkbox"/>	Good <input type="checkbox"/>	Fair <input type="checkbox"/>
	Excellent <input type="checkbox"/>	Good <input type="checkbox"/>	Fair <input type="checkbox"/>

H. EMPLOYMENT HISTORY (from latest/current employment to earlier employment)					
Name and address of employer	Position held	Last drawn salary	Employment duration		Reason for leaving
			From	To	

<b>I. OTHER INFORMATION</b>	
1. Have you been dismissed or suspended from any position? If yes, reason _____ _____	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Do you have any pending Industrial Relations dispute with any employers?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3. Have you ever been charged and/or convicted in any Court of Law? If yes, reason _____ _____	Yes <input type="checkbox"/> No <input type="checkbox"/>
4. Have you previously applied for employment with Jingxing (Malaysia)? If yes, please give details _____ _____	Yes <input type="checkbox"/> No <input type="checkbox"/>
5. Have you been previously employed by Jingxing (Malaysia)? If yes, please give details _____ _____	Yes <input type="checkbox"/> No <input type="checkbox"/>
6. Do you have family members/relatives/friends employed with Jingxing (Malaysia)? If yes, please give details _____ _____	Yes <input type="checkbox"/> No <input type="checkbox"/>
7. Are you active in any business undertaking, including family business? If yes, please give details _____ _____	Yes <input type="checkbox"/> No <input type="checkbox"/>
8. Have you ever been declared bankrupt?	Yes <input type="checkbox"/> No <input type="checkbox"/>
9. Are you bound by any bond to serve the government or any other organisation? If yes, please give details _____ _____	Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>J. CURRENT / LAST DRAWN REMUNERATION PACKAGE</b>	
Basic salary	
Fixed allowances	1. _____ RM_____ per month 2. _____ RM_____ per month 3. _____ RM_____ per month 4. _____ RM_____ per month 5. _____ RM_____ per month
Fringe benefits	1. Outpatient medical _____ 2. H&S Insurance _____ 3. Personal Accident Insurance _____ 4. _____ 5. _____

<b>K. REMUNERATION EXPECTATIONS</b>	
Expected salary	
Notice period / Availability date	
Possess own transport to work?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Accommodation required?	Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>L. REFERENCES (List two referees who had working relationships with you, know you well and constructive references can be made.)</b>	
<b>Referee 1</b>	
Name	
Occupation	
Relationship	
Mobile phone no.	
Email address	
<b>Referee 2</b>	
Name	
Occupation	
Relationship with applicant	
Mobile phone no.	
Email address	

## M. DECLARATION

By signing this form, I hereby confirm my acknowledgment and agreement/declaration/consent/authorization/ understanding/acceptance as follows:

1. I understand and acknowledge that it is obligatory of me to provide my true and accurate personal data/information to the Company for the Company to process this application.
2. I declare that the data/information given by me in this form is true and accurate and that no pertinent details have been withheld.
3. In connection with this application, I voluntarily consent to and authorize the Company the right to:
  - 3.1 conduct background checks with any persons, firms, companies or corporations of my past employments and activities, upon attaining further permission from myself;
  - 3.2 request for and to collect my personal data/information from any such persons, firms, companies or corporations;
  - 3.3 record, process, correct, hold, store and organize all my personal data/information, whether provided herein or collected from such other parties;
  - 3.4 erase, delete and/or destroy my personal data/information which are in the possession of the Company as appropriately in accordance with the policies of the Company; and
  - 3.5 disclose, disseminate and/or transfer all or any of my personal data/information (as the Company's deems fit, desirable or necessary) to any related or affiliated companies of the Company and/or to third party administrators contracted by or on behalf of the Company in order to facilitate the application herein, and I agree to such other related or affiliated companies or third party administrators to undertake any of actions set out in points above, if so required.
4. I fully understand and accept that if I am employed, and at any time thereafter, if it is found that a false declaration has been made in this form or that the data/information given by me is not true or inaccurate, including any undisclosed criminal record, blacklisting, or direct or indirect legal involvement, the Company has the absolute right and sufficient grounds to terminate my employment forthwith with immediate effect without notice or compensation.

Applicant's signature :  
Name :

Date :

<b>INTERVIEW ASSESSMENT FORM</b>					
<b>FOR OFFICE USE ONLY</b>					
<b>EDUCATION &amp; TRAINING</b>					
Is the education level and trainings received of this candidate relevant to fulfil the job requirements?					
Rating :	Poor 1	Fair 2	Average 3	Good 4	Excellent 5
Comments :					
<b>KNOWLEDGE &amp; EXPERIENCE</b>					
Is the experience, knowledge and skills gained from past employment relevant and sufficient to fulfil the job requirements?					
Rating :	Poor 1	Fair 2	Average 3	Good 4	Excellent 5
Comments :					
<b>PERSONALITY</b>					
Rating :	Poor 1	Fair 2	Average 3	Good 4	Excellent 5
Communication skills	Appearance & grooming	Self confidence	Motivation level	Manners & attitude	
<b>TEAM WORK &amp; LEADERSHIP</b>					
Do you think he/she can be a team player? Can he/she lead a team? Explain why you think so.					
Comments :					
<b>INTERVIEWER PROPOSAL</b>					
<div style="display: flex; justify-content: space-around; align-items: center;"> <span><input type="checkbox"/> To Employ</span> <span><input type="checkbox"/> KIV</span> <span><input type="checkbox"/> Reject</span> </div> <p>Position: _____ Job Grade: _____</p> <p>Commencement Date: _____ Proposed Gross Pay: RM _____</p>					
Interviewer's Signature (Hiring Manager) Comments:			Approver's Signature (Head of Department) Comments:		
Name : _____			Name : _____		
Position : _____			Position : _____		
Date : _____			Date : _____		

HUMAN RESOURCES DEPARTMENT REVIEW & RECOMMENDATION	
<b>Reference Check</b>	
Reference 1:	
Reference 2:	
<input type="checkbox"/> <b>To Employ</b> <input type="checkbox"/> <b>KIV</b> <input type="checkbox"/> <b>Reject</b>	
Position: _____	
Job Grade: _____ Department: _____	
Commencement Date: _____ Probation: _____ months	
Basic Salary: RM _____ H/P Allowance: RM _____	
Transport Allowance: RM _____ Other Allowance : RM _____	
Total Gross Salary: RM _____	
Proposed by  _____  Name:	Proposed by  _____  Name:
MANAGEMENT DECISION	
Comments:  _____  Name:	Comments:  _____  Name: