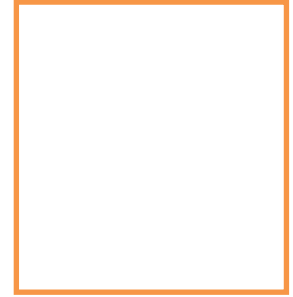


# EMPLOYMENT FORM



Our Reference : -----

Date : \_\_\_\_\_



1a	<b>POSITION APPLIED FOR</b>		
1b	INTERNSHIP PROGRAMME	YES	NO

2	PERSONAL PARTICULARS	
ADDRESSING TITLE : Mr / Miss / Madam / Cik / Encik / Puan / Others (Please Specify)		
<p>FULL NAME</p> <p>_____</p> <p>E-MAIL/FACEBOOK/INSTAGRAM/TWITTER ACCOUNT</p> <p>_____</p> <p>HOME ADDRESS</p> <p>_____</p> <p>POSTCODE : _____ STATE : _____</p> <p>RACE : _____ RELIGION : _____</p> <p>MARITAL STATUS : _____</p> <p>IN CASE OF EMERGENCY, WHO IS YOUR NEXT OF KIN TO CONTACT</p> <p>(1) NAME : _____</p> <p>RELATIONSHIP: _____ CONTACT NO. _____</p> <p>(2) NAME : _____</p> <p>RELATIONSHIP: _____ CONTACT NO. _____</p>	<p>_____</p> <p>NRIC NO. (NEW) / PASSPORT NO. NRIC (COLOUR) _____</p> <p>_____</p> <p>DATE OF BIRTH</p> <p>_____</p> <p>AGE    GENDER</p> <p>_____</p> <p>MOBILE / HP NO.</p> <p>_____</p> <p>TELEPHONE NO. (HOME)</p> <p>_____</p> <p>EPF NO.</p> <p>_____</p> <p>SOC SO NO.</p> <p>_____</p> <p>WEIGHT    HEIGHT</p> <p>_____</p>	

3	EDUCATION BACK GROUND / PROFESSIONAL QUALIFICATION			
	NAME OF SCHOOL / COLLEGE /UNIVERSITY	QUALIFICATION FIELD OF STUDY	YEAR	(FOR OFFICE USE)

**EMPLOYMENT FORM**



4	FAMILY BACKGROUND			
	NAME	RELATIONSHIP	AGE	OCCUPATION

5	LINGUISTIC ABILITY			
	LANGUAGES / DIALECTS	STATE YOUR LEVEL OF COMPETENCY (FAIR /GOOD / EXCELLENT)		
		TATABAHASA / GRAMMAR	SPOKEN	READ
	BAHASA MELAYU			
	ENGLISH			
OTHERS (Please Specify)				

6	EMPLOYMENT HISTORY (Descending Order)					
	DATE		NAME & ADDRESS OF EMPLOYER	POSITION HELD	LAST DRAWN SALARY	REASON FOR LEAVING
	FROM	TO				

# EMPLOYMENT FORM



## 7 OTHER INFORMATION

Do you have a friend or relative working in this company? YES NO  
If YES, state name, relationship and in which Department \_\_\_\_\_

Have you applied for any position in this company before? YES NO  
If YES, state the position you applied for and date of your application \_\_\_\_\_

Do you possess any driving license? YES NO  
If YES, please state the class of license \_\_\_\_\_ License No. : \_\_\_\_\_

Do you possess any kind of transportation? YES NO  
If YES, please state the type of transport \_\_\_\_\_

Have you ever been charged and/or convicted in any Court of Law for criminal offences? YES NO  
If YES, please provide details : \_\_\_\_\_

## 8 MEDICAL & PHYSICAL STATUS

Have you suffered from or currently suffering from serious illness? YES NO  
If Yes, please provide details : \_\_\_\_\_

Are you suffering from any physical disabilities? YES NO  
If Yes, please provide exact details : \_\_\_\_\_

## 9 SELF ASSESSMENT

**Please rate yourself by circling between 1 to 5, 1 is the lowest while 5 is the highest rating of each assessment's category.**

How do you rate yourself in term of responsibility towards the assigned tasks and duties given by the management and commitment of project ownership 1 2 3 4 5

Have you experienced working in structured business process (BP) and work flow? YES NO

If yes, rate your level of understanding on BP and commitment. 1 2 3 4 5

Are you a punctual person? YES NO

If yes, rate your commitment on time and task management 1 2 3 4 5

Commitment towards scheduled and tight dateline 1 2 3 4 5

Can you be contacted during and after working hours? YES NO

How do you know Emir Bina Sdn. Bhd. (EBSB)? \_\_\_\_\_

Do you have experienced in any field / industry related to EBSB? YES NO

Basic financial, costing and return on investment (ROI). Rate yourself. 1 2 3 4 5

On operation and technical, how do you rate yourself in term of your ability to learn via reading and understanding the Operation Manual, Project Files and Site Visits? 1 2 3 4 5

**EMPLOYMENT FORM**



Are you a good marketer? YES NO

If yes, rate your level in building up strong market relationship with potential clients and partners, create positive business vibe and build up lasting rapport with them. 1 2 3 4 5

Please rate yourself in managing data and documentation control. 1 2 3 4 5

Are you multi-tasking and a team player? 1 2 3 4 5

Are you able and willing to travel if it is required by the management and client? YES NO

If NO, why? \_\_\_\_\_

How do you rate your maturity status in handling difficult situation? 1 2 3 4 5

Please explain on how you approach any difficult situation \_\_\_\_\_

\_\_\_\_\_

In communication skills, please rate you based on the followings:

1. Business Writing Skills 1 2 3 4 5

2. Verbal Communication and Presentation Skills. 1 2 3 4 5

On IT – Information Technology knowledge, please rate you based on the followings:

1. Microsoft Windows 1 2 3 4 5

2. Microsoft Words 1 2 3 4 5

3. Microsoft Excel 1 2 3 4 5

4. Microsoft Power Point / Presentation 1 2 3 4 5

5. Others, please specify. \_\_\_\_\_

<b>10</b>	<b>DETAIL OF CURRENT / LAST EMPLOYMENT</b>	
	Job Duties / Responsibilities : _____ _____ _____ _____	Reporting To : _____ Allowance / Incentive / Commission Total Monthly Earning RM <input style="border: 2px solid orange;" type="text"/> (Including Basic Salary)
Possible Date Of Commencement _____	Expected Salary RM <input style="border: 2px solid orange;" type="text"/>	

# EMPLOYMENT FORM



**11 REFERENCE (List Two or Three Personal Referees who are not Relatives & related to HR or Manager Level)**

NAME / ADDRESS / CONTACT NO.	OCCUPATION	YEARS KNOW

I am aware that any omissions, falsifications, misstatements, or misrepresentations above may disqualify me for employment consideration and, if I am hired, may be ground for termination at a later date. I understand that any information I give may be investigated as allowed by law. The consent shall continue to be effective during my employment if I am hired. I believe all of the statements contained herein and on any attachments are true, correct, complete, and made in good faith.

I hereby consent to the following:

The information I have submitted here can be used by The company for recruitment purposes in any companies within the group.

- Yes I consent to having my information shared for recruitment purposes within any company of the company's Group.
- No I want my information to be used only by the current company I am applying to for recruitment purposes.

Date : \_\_\_\_\_

Signature : \_\_\_\_\_

**NOTE :**

Please attach the followings with this form for EBSB recruitment purpose.

1. Copy of Identity Card (IC) for Malaysian Citizen and Passport for other nationality.
2. Curricular Vitae / Resume
3. Copy of Relevant Certificates
4. Copy of LATEST Employment Contract