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|  | JOB APPLICATION FORM |

A) Position Applied For

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| --- | --- |
| Job Title |  |

B) Personal Information

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| Name | | |  | | | | | | Title (IR, Prof, Etc.) | | | |  | | |
| Date of birth | | |  | | | Age | |  | NRIC / Passport No | | | |  | | |
| Marital status | | |  | Single | |  | Married / civil partnered | | | |  | Widowed, separated, divorced, dissolved | | | |
| Gender | | |  | Male | |  | Female | | | | Religion | |  | | |
| Nationality | | | | |  | | | | Race | | | |  | | |
| Would you require a work permit? | | | | | Yes | No | | |  | | | | | | |
| Do you have a driving license? | | | | | Yes | No | | | Do you have your own transport ? | | | | | Yes | No |
| If yes, pls indicate the class | | | | |  | | | | If yes, pls indicate registration no. | | | | |  | |
| Present address | | | | |  | | | | | | | | | | |
| Telephone  (home) | |  | | | Telephone (work) |  | | | | Can we contact you at work? | | | Yes  No | | |
| Mobile | |  | | | Fax number |  | | | | E-mail | | |  | | |
|  | | Name | | | | Occupation | | | | | | | Name of Company | | |
| Spouse | |  | | | |  | | | | | | |  | | |
| Father | |  | | | |  | | | | | | |  | | |
| Mother | |  | | | |  | | | | | | |  | | |
| No | Name(s) of Sibling | | | | Occupation | | | | Name of Company | | | | | | |
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| 4 |  | | | |  | | | |  | | | | | | |
| 5 |  | | | |  | | | |  | | | | | | |
| No | Name(s) of Children | | | | Age | | | | School/College/University | | | | | | |
| 1 |  | | | |  | | | |  | | | | | | |
| 2 |  | | | |  | | | |  | | | | | | |
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C) Education / Academic Qualifications

Please give details of educational and professional qualifications in chronological order.

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| Qualifications and Institutions (Secondary / High School, College, University) | Dates & Grades (e.g. CGPA, Units) |
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D) Employment

Please give details of your employment for the last ten years, or since leaving full-time education if this is sooner, starting with the most recent employment. Account for all your time, including voluntary work or other periods away from work.

Note: Continue on a separate sheet if necessary.

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| Dates (month/year) | From |  | To |  | Age |  | to |  | Location |  | |
| Employer |  | | | | Position held | |  | | | Salary |  |
| Briefly describe the nature of business of the Company | | | | | | | | | | | |

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| Dates (month/year) | From |  | To |  | Age |  | to |  | Location |  | |
| Employer |  | | | | Position held | |  | | | Salary |  |
| Briefly describe the nature of business of the Company | | | | | | | | | | | |

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| Dates (month/year) | From |  | To |  | Age |  | to |  | Location |  | |
| Employer |  | | | | Position held | |  | | | Salary |  |
| Briefly describe the nature of business of the Company | | | | | | | | | | | |

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| Dates (month/year) | From |  | To |  | Age |  | to |  | Location |  | |
| Employer |  | | | | Position held | |  | | | Salary |  |
| Briefly describe the nature of business of the Company | | | | | | | | | | | |

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| Dates (month/year) | From |  | To |  | Age |  | to |  | Location |  | |
| Employer |  | | | | Position held | |  | | | Salary |  |
| Briefly describe the nature of business of the Company | | | | | | | | | | | |

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| Dates (month/year) | From |  | To |  | Age |  | to |  | Location |  | |
| Employer |  | | | | Position held | |  | | | Salary |  |
| Briefly describe the nature of business of the Company | | | | | | | | | | | |

E) Other Information

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| How often can you travel? | Can travel anytime | |  | Once a week | | |
|  | Once or twice in a month | |  | Not willing to travel | | |
| What length of notice must you give? |  | Are you willing to relocate? | | | Yes | No |
| What is your present monthly remuneration? | (a) Basic Salary : |  | | | | |
|  | (b) Allowance : |  | | | | |
|  | (c) Other Remuneration : |  | | | | |
| What is your expected monthly remuneration? |  | | | | | |

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| How well can you communicate in the following languages? (Kindly check the box) | | | | | | | | | | |
|  | Written | | | | | Spoken | | | | |
| Bahasa Malaysia | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 |
| English | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 |
| Mandarin | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 |
| Others: | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 |
| Others: | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 |
| Others: | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 |
| Others: | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 |

Poor Good

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| Do you have any friends and/or relatives previously or presently working in Weida IFM Sdn Bhd? |  | Yes |  | No |
| (If Yes, kindly identify) | | | | |

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| Have you ever submitted any other application to Weida IFM Sdn Bhd previously? |  | Yes |  | No |
| (If Yes, kindly indicate positions) | | | | |

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| Do you belong to any clubs, associations, professional institutions or any other organizations which may relate to your application? If yes, please specify : | |
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F) Please provide two referees who have direct knowledge of your job performance

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| May we request a reference? |  | At any time |  | After offer of employment | |
| Name |  | | | | |
| Company Name |  | | | | |
| Job title / Relation |  | | | | |
| Telephone |  | | Fax | |  |
| Address |  | | | | |
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| Please indicate if this is a work reference or an academic reference |  | Work reference |  | Academic / Personal reference | |

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| --- | --- | --- | --- | --- | --- |
| May we request a reference? |  | At any time |  | After offer of employment | |
| Name |  | | | | |
| Company Name |  | | | | |
| Job title / Relation |  | | | | |
| Telephone |  | | Fax | |  |
| Address |  | | | | |
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| Please indicate if this is a work reference or a personal reference |  | Work reference |  | Academic / Personal reference | |

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| If you are female, please state if you are pregnant? |  | Yes |  | No |
| If yes, when is your expected due date: | | | | |

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| Have you ever been convicted of a criminal offence? |  | Yes |  | No |
| Detail of offence (if any): | | | | |

If ‘yes’, please give details of the offence and the sentence imposed. Please be aware that declaring a conviction will not automatically disqualify you from being employed by Weida IFM Sdn Bhd.

G) Verification of Information

Please be informed that as part of the Company’s recruitment policy, shortlisted candidates shall be required to furnish relevant documentations to verify their academic qualification, remuneration and any other information.

**H) Declaration**

I declare that the information I have provided in this application form is, to the best of my knowledge and belief, correct and complete.

Warning: If you include any details that you know to be false or if you withhold relevant information, you may render yourself liable to disqualification from the recruitment exercise or, if appointed, to dismissal.

Note: If you submit your application electronically, typing your name will be taken as being as binding as your signature.

|  |  |  |  |
| --- | --- | --- | --- |
| Your Signature / Name |  | Date |  |
|  |  |  |  |

**NOTICE ON PERSONAL DATA**

As an applicant for a position at Weida IFM Sdn Bhd and/or its group of companies (“Weida IFM”), you consent to Weida IFM’s use and processing of any and all of your personal data including, without limitation, those provided in the Application for Employment Form, your curriculum vitae and any other personal data that you may provide to Weida IFM in any manner in connection with any job application whether directly from you or through our appointed recruitment agent’s job sites and authorised representatives at career fair (collectively, “Personal Data”) for the purposes of processing of your job application and evaluating your qualifications and eligibility for the relevant position; reference checking; communicating with you on a decision on your job application or request for additional information in relation to your job application; maintaining Weida IFM’s recruitment records and such other purposes relating to the above (collectively, “Purposes”).

Personal Data processed by Weida IFM shall include personal data which is considered “sensitive” by the Personal Data Protection Act 2010 (“Personal Data Protection Act”). “Sensitive Personal Data” means any personal data consisting of information as to your physical or mental health or condition, political opinions, religious beliefs or other beliefs of a similar nature, the commission or alleged commission by yourself of any offence or any other personal data that may later be determined by the relevant authority as sensitive personal data (collectively, “Sensitive Personal Data”).

For the purpose of this Notice, Personal Data shall include Sensitive Personal Data.

Your Personal Data may be disclosed to locations outside Malaysia and to related corporations of Weida IFM as well as to third parties, such as service providers and governmental agencies, for reasons relating to the Purposes.

If your application does not lead to employment, the Company may retain your Personal Data for consideration in relation to other available positions within Weida IFM .

Please note that it is necessary for Weida IFM to process your Personal Data for the Purposes, otherwise the Company shall not be able to consider your job application.

You represent and warrant that:

(i) your Personal Data is accurate, complete and up to date. You may request for access and/or make correction or deletion to your Personal Data by making a written request to Weida IFM. In this respect, Weida IFM is entitled to charge you a fee as may be allowed under the Personal Data Protection Act for processing of your request to access to the your personal data held by Weida IFM; and

(ii) you have obtained the consent of the third parties (e.g. family members and references) whose personal data you have provided in this Application for Employment Form and/or in your curriculum vitae or otherwise disclosed to Weida IFM to allow Weida IFM to collect, use and process the same in relation to the Purposes.

**CONSENT AND ACKNOWLEDGEMENT**

**TO: WEIDA IFM SDN BHD AND/OR ITS GROUP OF COMPANIES (“WEIDA IFM”)**

I hereby acknowledge that I have read and understood this notice on personal data and by signing this, I consent to Weida IFM to collect, use and process my personal data in accordance with the terms of this notice on personal data.

……………………………………………………

Name:

NRIC No.:

Date:

**For HR Office Endorsement**

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| **Recommendation for Hiring** | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | **Yes** |  | **No** |  | **KIV** | | | | | |
| **Hiring Position** |  | | | | |
| **Date of Commencement** |  | | | | |
| **Company** |  | | | | |
| **Department** |  | **Office Location** | |  | |
| **Reporting Line** |  | | | | |
| **Basic Salary** |  | | **Allowances, if any** | |  |
| **Source** | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  | Online Advertisement |  | Recruitment  Agency |  | Weida IFM Career  Homepage |  | |  | Recommended by Staff (Name: ) | | | | |  | |  |  | | For agency, state recruitment fee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |  | |  |  | | | | | |

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| **Interviewed By**  **(Hiring Manager)** | **Recommended By**  **(Head of Department)** | **Approved By**  **(Business Unit Head)** |
| Signature | Signature | Signature |
| Name:  Position:  Date: | Name:  Position:  Date | Name:  Position:  Date |