

APPLICATION FOR EMPLOYMENT BORANG PERMOHONAN PEKERJAAN

PRIVATE AND CONFIDENTIAL

NOTE: 1. This form should be completed in **BLOCK LETTERS** and in the handwriting of the applicant.
2. All questions **MUST** be answered.

PERHATIAN: 1. Borang ini hendaklah dilengkapkan dengan **HURUF BESAR** dengan tulisan pemohon sendiri.
2. Semua soalan yang dikemukakan **MESTILAH** dijawab.



POSITION APPLIED / JAWATAN YANG DIPOHON:
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SECTION A: PERSONAL INFORMATION / MAKLUMAT PERIBADI				
Full Name: * Mr / Mrs / Miss Nama Penuh: * Encik / Puan / Cik		Passport Size Photo / Gambar Ukuran Pasport		
Home Address / Alamat Rumah:	New NRIC No. / No. Kad Pengenalan Baru:			
	Gender / Jantina: * Male / Female * Lelaki / Perempuan			Passport No. / No. Pasport:
	Date of Birth / Tarikh Lahir:			Age / Umur:
	Nationality / Kewarganegaraan:	Race / Bangsa:	Income Tax Branch / Cawangan:	
Tel No. / No. Tel: (HP) (H) (O)	Marital Status / Taraf Perkahwinan: * Single / Married / Divorced / Widowed * Bujang / Berkahwin / Bercerai / Duda * Please Choose One / Sila Pilih Satu	Religion / Agama:	SOSCO No / No PERKESO:	
Email / E-mel:	Place of Birth / Tempat Lahir:	EPF No / No KWSP:	Income Tax No / No Cukai Pendapatan:	

SECTION B: IMMEDIATE FAMILY DETAILS / MAKLUMAT KELUARGA				
* Spouse, Children, Parents, Siblings / Suami/Isteri, Anak, Ibu-bapa, Adik-beradik				
Name / Nama	Relationship / Hubungan	Date of Birth & Age / Tarikh Lahir & Umur	Occupation / Pekerjaan	Name of Company or School / Nama Syarikat atau Sekolah

SECTION C: EMERGENCY CONTACT / ORANG YANG DIHUBUNGI SEMASA KECEMASAN			
Name / Nama:	Relationship / Hubungan:	Address / Alamat:	Contact No. / No. Tel:

SECTION D: EMPLOYMENT RECORD / REKOD PEKERJAAN

Name of Employer / Nama Majikan:			
Date Joined / Tarikh Lapor Diri:	Initial Position / Jawatan Asal:	Starting Salary / Gaji Asal:	Allowances / Elaun:
Date Left / Tarikh Berhenti:	Latest Position / Jawatan Terkini:	Latest Salary / Gaji Terkini:	Allowances / Elaun:
Description of Duties / Diskripsi Tugas:			
Reasons for Leaving / Sebab Berhenti:			

Name of Employer / Nama Majikan:			
Date Joined / Tarikh Lapor Diri:	Initial Position / Jawatan Asal:	Starting Salary / Gaji Asal:	Allowances / Elaun:
Date Left / Tarikh Berhenti:	Latest Position / Jawatan Terkini:	Latest Salary / Gaji Terkini:	Allowances / Elaun:
Description of Duties / Diskripsi Tugas:			
Reasons for Leaving / Sebab Berhenti:			

Name of Employer / Nama Majikan:			
Date Joined / Tarikh Lapor Diri:	Initial Position / Jawatan Asal:	Starting Salary / Gaji Asal:	Allowances / Elaun:
Date Left / Tarikh Berhenti:	Latest Position / Jawatan Terkini:	Latest Salary / Gaji Terkini:	Allowances / Elaun:
Description of Duties / Diskripsi Tugas:			
Reasons for Leaving / Sebab Berhenti:			

** If you have worked in more than the 3 companies listed above, please provide the other details below.*

** Sekiranya anda telah bekerja melebihi 3 syarikat, sila nyatakan di bawah.*

Date Joined / Tarikh Lapor Diri	Date Left / Tarikh Berhenti	Name of Employer / Nama Majikan	Position / Jawatan	Salary / Gaji	Reasons for Leaving / Sebab Berhenti

SECTION E: EDUCATION / PENDIDIKAN

* Please list all qualifications beginning with the most recent and enclose a certified true copy of qualification obtained. Eg. Degree, Diploma, and any relevant certificate.

* Sila senaraikan segala kelayakan yang berkaitan dan sertakan bersama dengan salinan sijil.

Qualification / Kelayakan	Grade / Gred	Name of School/College/University Nama Sekolah/Kolej/Universiti	Location / Tempat	Year / Tahun	
				From/Dari	To/Hingga

Other courses attended / Lain-lain kursus yang telah dihadiri:

Other courses still pursuing / Lain-lain kursus yang sedang diambil:

SECTION F: SKILLS / KEMAHIRAN

* Please list all relevant skills and enclose a copy of certification obtained / Sila nyatakan kemahiran.

* Sila senaraikan segala kemahiran yang berkaitan dan sertakan bersama dengan salinan sijil.

Skills / Kemahiran	Level / Tahap

SECTION G: LANGUAGE PROFICIENCY / KEFASIHAN BAHASA

Language / Bahasa	Written			Spoken		
	Good / Baik	Fair / Sederhana	Poor / Lemah	Good / Baik	Fair / Sederhana	Poor / Lemah
BAHASA MALAYSIA						
ENGLISH						
MANDARIN						

* Other Language / Lain-lain Bahasa	Level / Tahap

*If Any / Jika Ada

SECTION H: EMPLOYMENT REFEREES / RUJUKAN PEKERJAAN

* List two persons who can be approached for testimonials. Referees should not be members of families/relatives.

* Senaraikan dua penama untuk surat-surat testimoni. Penama tersebut tidak boleh terdiri daripada ahli-ahli keluarga/saudara-mara.

Name / Nama	Relationship / Pertalian	Occupation / Pekerjaan	Name of Company / Nama Syarikat	Years Known / Tempoh Kenalan	Telephone No. / No. Telefon

SECTION I: OTHER INFORMATION / MAKLUMAT LAIN

* Please answer all the questions. For questions 4, 5 & 7, if your answer is "YES", please explain.

* Sila jawab semua soalan. Bagi soalan 4, 5 & 7, jika jawapan anda ialah "YA", sila terangkan dengan penuh.

1. Salary expectations / Gaji yang dijangka		
2. Earliest Commencement Date of Employment / Tarikh Memulakan Perkhidmatan		
3. Notice required (Month/s), if you are offered employment? / Notis yang diperlukan (Bulan) jika anda ditawarkan pekerjaan?:		
4. Have you been convicted of any criminal offence(s)? / Pernahkah anda dihukum untuk sebarang kesalahan jenayah?		
5. Are you suffering from any illness, physical impairment or disease? / Adakah anda menghadapi sebarang penyakit atau kecacatan fizikal?		
6. Do you have any relatives in the employment of Genting Plantations Berhad and/or its Group Companies? If Yes, please specify. Sila nyatakan butir-butir saudara-mara yang berkhidmat dengan Genting Plantations Berhad atau Kumpulan Syarikatnya jika ada.		
Name of Relative(s) / Nama Saudara-Mara	Position Held / Jawatan Yang Dipegang	Relationship / Pertalian Saudara
7. Do you own any vehicles and valid driving license? / Adakah anda mempunyai sebarang kenderaan dan lesen memandu yang sah?		
(a) Model of Car : _____		(b) Class of License : _____

SECTION J: DECLARATION / PENGISYTIHARAN

I hereby declare that the particulars given by me in this application form are, to the best of my knowledge and belief, correct and true. I fully understand and accept that if I am employed, any false statement on this application shall be considered sufficient cause of action for dismissal.

Saya mengisytiharkan bahawa sebaik-baik pengetahuan saya, maklumat yang terkandung di dalam borang permohonan ini adalah benar. Saya juga faham jika didapati maklumat yang telah diberi tidak benar, pihak majikan boleh memberhentikan perkhidmatan saya.

Signature of Applicant / Tandatangan Pemohon

Date / Tarikh

FOR OFFICE USE ONLY

1st Interview

Date: _____

Interviewer: 1. _____

2. _____

3. _____

Comments: _____
(If any)

2nd Interview

Date: _____

Interviewer: 1. _____

2. _____

3. _____

Comments: _____
(If any)

Remarks: _____

Suitable for Employment

Shortlisted / KIV

Not Suitable

APPROVAL

Designation: _____

Div / Dept / O.Unit: _____

Level/Grade: _____

Commencing Salary: RM _____

Date of Commencing: _____

Position: New

Replacement

Recommended By:

Approved / Not Approved By:

Name:

Position:

Date:

Name:

Position:

Date:

Name:

Position:

Date:

For HR Use Only

Employment Letter

Date of Issuance : _____

Acceptance

Date Accepted : _____

Actual Commencement

Date : _____