



Ref : MJI-HR-F-02

Version : 02

Effective Date :  
22 Jan 2021

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# EMPLOYMENT APPLICATION FORM

**IMPORTANT**

1. Please read and complete the form carefully.
2. Enter "Not Applicable" or "Nil" if not relevant.
3. Please enclose cv, photocopies of your certificates and last drawn payslip with this application.

Position Applied For :

When can you join us? Expected Salary :

**PERSONAL PARTICULARS**

Full Name (as per NRIC): NRIC/Passport No:

Current Address:

Tel No (H): Tel No (O):

H/P No: Email:

Mailing Address:

Marital Status: SINGLE / MARRIED / SINGLE PARENT Gender: Date of Birth:

Religion: Nationality: Age:

Race: Driving Licence Class: Place of Birth:

Do you own a vehicle? Yes ( ) No ( ) Motorbike ( ) Car ( )

Income Tax No: EPF No :

**EDUCATION**

Name of School/College/University	From	To	Qualification

Related Courses Attended :

Additional Certificate/License :

Current Studies (if any):

Language/Dialect(s) Spoken:

Language (s) Written:

**EMPLOYMENT HISTORY (begin with the present or most recent employment )**

Company Name : Date Joined:

Position Held : Tel No: Date Left :

Job Description:

Reason for Leaving : Salary Drawn:

Company Name : Date Joined:

Position Held: Tel No: Date Left :

Job Description:

Reason for Leaving: Salary Drawn:

PARTICULARS OF REFEREES (Other than Relatives)	
Name:	Occupation:
Address:	Tel No :
	Years Known:
Name:	Occupation:
Address :	Tel No :
	Years Known:

FAMILY PARTICULARS (Spouse/Parents & Children(if Married), Parents & Siblings (if Single))				
Full Name	Age	Relationship	Occupation	Company/School

Please give details of any relatives or friends currently in employment within M JETS INTERNATIONAL SDN. BHD.

Name of friends/ relatives	Company	Position Held	Relationship

Please provide info of contact person the company may notify in the event of an emergency

Name :	
Relationship:	Tel No :
Address:	

GENERAL INFORMATION	
Activities and Interest (sports & hobbies) :	
Have you been a member of a Trade Union? If yes please give name of Union	Yes ( ) No ( )
Have you held any position in the Union? If yes please state position held and period	Yes ( ) No ( )
Have you had any case at the Industrial Relations / Labour Department? If yes please give details & date	Yes ( ) No ( )
Do you have any interest in any Company / Business? If yes please give details.	Yes ( ) No ( )
Do you have any criminal record? If yes please give details.	Yes ( ) No ( )
Are you currently pregnant? (ladies only)	Yes ( ) No ( )
Have you been seriously ill / injured within the past five years? If yes, please give details & date	Yes ( ) No ( )

**DECLARATION**

*I hereby declare that the information given in this application is true and complete. I understand any misleading, false or wilful omission by me is sufficient reason for refusal of employment or immediate dismissal.*

\_\_\_\_\_  
Signature of Applicant

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