

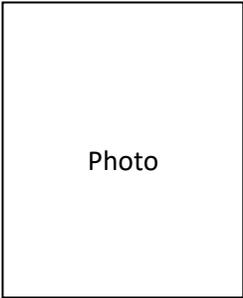
APPLICATION FORM

POSITION APPLIED : _____

EXPECTED SALARY : _____

Employee Name : _____

Address : _____



New I/C No : _____ *Email : _____

Passport No : _____ Date of Birth: _____ Gender: _____

Nationality : _____ Race : _____ Mobile No: _____

Marital Status : Single / Married Dependents: _____

Driving License : Yes / No Type : _____ Own Transport: Yes / No

EPF No : _____ SOCSO : YES / NO

*CIMB Account No : _____ INCOME TAX : _____

Father's Name : _____ Mother's Name : _____

Spouse's Name : _____ New I/C No : _____

Spouse's Working : YES / NO Spouse's Mobile No: _____

Total Children : _____ Uniform Size : _____

Hostel : YES / NO

Comments:

APPROVED BY OUTLET MANAGER:		
Name:	Date:	SIGNATURE:
HIRED data:		
DESIGNATION:	D.O.JOIN:	
BASIC SALARY : _____	ALLOWANCE: _____	ATTENDANCE: _____
INCENTIVE : _____		
OTHERS COMMENT:		

C. EDUCATION QUALIFICATIONS

LEVEL	SCHOOL/INSTITUTE	COURSE	YEAR ENDED	ACHIEVEMENT
Primary				
SRP/LCE/PMR/PT3				
SPM/SPMV (MCE)				
STPM/Others				

D. PROFESSIONAL/SKILL COURSE

COURSE	ORGANIZER	YEAR	ACHIEVEMENT

E. COMMUNICATIONS SKILL

Bahasa Malaysia	() Spoken	() Read	() Written
English	() Spoken	() Read	() Written
Mandarin	() Spoken	() Read	() Written
Others:	() Spoken	() Read	() Written

F. COMPETENCES (Please state any skills, experiences or courses attended that related to the position applied)**G. HOBBIES/SOCIAL/COMMUNITI SERVICE**

Hobbies and Interest:-

1. _____ 3. _____

2. _____ 4. _____

H. WORKING EXPERIENCE

For reference purposes, can we contact:-		
Current Employer/Last?	Yes / No	Previous Employer? Yes / No
If No, Why?		
Name and Address of Current Employer:	Period of Service(s)	Last Drawn Salary:
	From Year: Until Year:	RM /month
Telephone No:	Designation:	
	Superior:	
Nature of Business:	Reasons for leaving:	
Job/Responsibilities:		
If your job application is successful, how many weeks' notice do your current employer need? _____ weeks		
Name and Address of Previous Employer:	Period of Services(s)	Last Drawn Salary:
	From Year: Until Year:	RM /month
	Designation:	
	Superior:	
Nature of Business:	Reasons for leaving:	
Job/Responsibilities:		

Do authorize SHF SERVICES (M) SDN BHD or any designated officer/representative to confer with your previous employer to do pre-employment references check about your work performances, achievements, wage history, attendance and reason for separation? Yes / No
If No, Why?

Do you have any relatives/friend working with SHF Services (M) Sdn Bhd?		Yes / No
If yes, please indicate:		
Name:	Relationship:	Department:

DECLARATION

1. I hereby declare that the information given by me in this form is correct and true to the best of my knowledge.
2. Before and during the course of any employment with SHF SERVICES M SDN BHD. I am obliged to declare to the Company any interests either directly or indirectly in any business or occupation in any other companies.
3. I fully understand that any false answers or statement made by me or the suppression of material faces will be sufficient grounds for immediate dismissal of my employment.

Date : _____

Applicant's Signature : _____

NOTE:

1. PLEASE SUBMIT ALL COMPLETE DOCUMENTS TO HR BEFORE 20TH OF THE MONTH
2. PLEASE SUBMIT RECRUITMENT CHECKLIST FORM
3. PLEASE ENSURE ALL DATA REQUIRED IN THIS APPLICATION FORM COMPLETED BY EMPLOYEES ACCORDINGLY.
4. THIS APPLICATION FORM IS INVALID HIRING WITHOUT APPROVAL BY OUTLET MANAGER
5. ALL APPLICATION MUST HAVE PHOTO ATTACHMENT