

Employment Application Form

Position Applied	Part Time / Full Time
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1. Personal Information					
Full Name (as in NRIC) *Mr / <u>Ms</u> / Mrs / Mdm / Dr					
Home Address					
NRIC No		Date Of Birth			
Age		Sex	Male / Female		
Country of Birth					
Nationality		Race			
Residential Status					
Marital Status: *Single / Married / Others					
Telephone (Res)		Office		H/P	
Email					
Have you applied before?		No / Yes, when:			

2. Academic Qualifications					
Please list qualifications attained in chronological order. We would like documents to support your statement below:					
S/N	Name of Institution (State country of study)	From (d-m-y)	To (d-m-y)	Qualification Attained (State class of honours if applicable)	Field / Discipline
1.					
2.					
3.					
4.					
5.					
6.					
7.					

2. Professional Qualifications

Please list qualifications attained in chronological order. We would like documents to support your statement below:

S/N	Name of Institution (State country of study)	From (d-m-y)	To (d-m-y)	Qualification Attained (State class of honours if applicable)	Field / Discipline
1.					
2.					
3.					
4.					
5.					

3. Your Current Job

Name of Employer		Designation	
Date of Commencement		Monthly Gross Salary Range	

4. Your Past Employment Record

Please list past employment in chronological order.

S/N	From (d-m-y)	To (d-m-y)	Name of Organization	Position Held
1				
2				
3				

5. Family Particulars

S/N	Name	Relationship	Occupation	Place of Occupation
1				
2				
3				
4				

CONTACT PERSON/NEXT-OF-KIN (In case of emergency)

Name	Relationship	Contact Number

6. Language Proficiency

Language /Dialect	Spoken			Writing		
	Fluent	Fair	Poor	Fluent	Fair	Poor

7. Computer Literacy Proficiency (Please state the application software and indicate proficiency level with "x")

Application Software	Basic	Intermediate	Advanced

8. Your Interests (Extracurricular/Cocurricular Activities)

S/N	Activity	Attainment Level

9. YOUR REFEREES (excluding relatives)

S/N	Full Name	Name of Company	Designation	Contact No	Relationship	Years Known
1						
2						

10. YOUR DECLARATION

I declare that

- the particulars given in this application are true and correct and that I have not willfully suppressed any material fact
- I have never been convicted on a criminal charge

I further understand that any willful act on my part in withholding information or making false statement in this Employment Application is in itself sufficient ground for dismissal from the company.

By signing this Application, I agree that G I G may collect, use and disclose my personal data, as provided in this form for purposes of processing and administering this application in accordance with the Personal Data Protection Act 2012.

Signature :	
Date (dd-mm-yy)	