

**CONFIDENTIAL**

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Photograph  
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Size)

## JOB APPLICATION FORM (FILPAL)

**NOTE TO APPLICANTS**

Only one copy of this form needs to be completed and sent to the Human Resource Department. Applications for more than one post must be made in separate forms for each post. A copy of applicant's academic qualifications and other supporting documents must be attached with this application form.

Position applied (in capital letters)			
Full name of applicant as per identity card / passport		Race	Religion
Correspondence Address		Email	Sex
Date of Birth	Place of Birth	Tel. No. House: Office: Mobile :	
Marital Status (state whether single, married or divorced)			No. of Children (if any)
Nationality	Transport Car: Motorcycle: Other:	Driving License Car: Motorcycle: Other:	
Identity Card / Passport No.	Income Tax Number (if any)	SOCSO Number	EPF Number

Family Particulars: Father	Mother	Spouse
Name:	Name:	Name:
Occupation:	Occupation:	Occupation:
Employer:	Employer:	Employer:

Family Particulars: Particulars of Children: Name	Occupation	Employer
1)	1)	1)
2)	2)	2)
3)	3)	3)
4)	4)	4)
5)	5)	5)

Note: Use additional paper (if needed)

Knowledge of languages	Spoken	Written
Do you have any relatives/colleagues working at FILPAL?		
Yes / No	Yes: Name and Department:	

MBTI Result					
Big 5 Personality Test	Openness	Conscientiousness	Extraversion	Agreeableness	Neuroticism
	%	%	%	%	%

### EDUCATION

Details on education at schools, colleges and/or universities should be filled in the spaces below:

Name of school/colleges/universities and from which districts	Year		Qualifications (State Certificate/Diploma/Degree)	Result (CGPA, Grade)
	From	To		

WORKING EXPERIENCE

Can we contact your present or previous employer(s)?

Yes

No

a.

Present Employer's (Full name and address)	Position Held	Duration ..... year.....mth	Basic Salary
	Notice Period	From: To:	Monthly: RM Other allowances: RM
Reasons for leaving/intending to leave present job.			

State your duties and responsibilities

.....

.....

.....

b.

Previous Employer (Full name and address)	Position Held	Duration ..... year.....mth	Basic Salary
		From: To:	Monthly: RM Other allowances: RM
Reasons for leaving/intending to leave present job.			

State your duties and responsibilities

.....

.....

.....

c.

Previous Employer (Full name and address)	Position Held	Duration ..... year.....mth  From:  To:	Basic Salary  Monthly: RM Other allowances: RM
	Reasons for leaving/intending to leave present job.		

State your duties and responsibilities

.....

.....

.....

d.

Previous Employer (Full name and address)	Position Held	Duration ..... year.....mth  From:  To:	Basic Salary  Monthly: RM Other allowances: RM
	Reasons for leaving/intending to leave present job.		

State your duties and responsibilities

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OTHER INFORMATION

a) Do you have any previous criminal records?

No

If yes, please specify:

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c) The earliest possible date for reporting to work

.....

c) Expected Salary

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d) References

Name and Position

Occupation

Address/Phone

1)

2)

e) Name of person and phone no. for emergencies

Name

Tel No.

Relationship

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I hereby declare that all information contained in this form are true. I understand that any false details given or any details purposely omitted will provide enough reason for FILPAL to revoke any consideration to employ me, or if I have already been employed, to terminate my service accordingly.

Date: .....

Applicant's signature.....

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