



8TH FLOOR, MENARA ZECON  
NO. 92, LOT 393, SECTION 5, KTLD  
JALAN SATOK, 93400 KUCHING, SARAWAK  
TEL: 6-082-275555, FAX: 6-082-275500  
E-mail: [headoffice@myzecon.com](mailto:headoffice@myzecon.com)

Form : FM-CRP-06  
Rev : 02  
Page : 1 of 5

<b>JOB APPLICATION FORM</b>		CONFIDENTIAL  <div style="border: 1px solid black; width: 150px; height: 120px; margin: 0 auto; text-align: center; padding: 5px;">           Recent Photograph         </div>
Name		
Position Applied For		
<b>REFEREES</b> List two referees whom we may approach for testimonials		
Name	Address	Occupation

  

<p>I declare that I <u>have</u> been convicted of a criminal offence.  <u>have not</u></p> <p>( Note : Minor traffic offence are not counted)</p> <p>I understand that</p> <ol style="list-style-type: none"> <li>1. this application will be read in conjunction with the information in the following pages.</li> <li>2. the application should be completed preferably in my own handwriting</li> <li>3. an application which is not fully completed will not be considered.</li> <li>4. if, after engagement, it is found that I have made a false declaration in this application, the Company reserves the right to summarily terminate my services.</li> </ol> <p>Signature : _____</p> <p>Date : _____</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><b>FOR OFFICE USE ONLY</b></td> </tr> <tr> <td>Job Title :</td> </tr> <tr> <td>Starting Date :</td> </tr> <tr> <td>Starting Salary :</td> </tr> <tr> <td>Remarks :</td> </tr> </table> <p>Interviewed By : _____            (Name)            Division / Section Head</p> <p>Initial : _____</p> <p>Date : _____</p> <p>Interviewed By : _____            (Name)            General Manager, Corporate Communication /            Manager, HR</p> <p>Initial : _____</p> <p>Date : _____</p>	<b>FOR OFFICE USE ONLY</b>	Job Title :	Starting Date :	Starting Salary :	Remarks :
<b>FOR OFFICE USE ONLY</b>						
Job Title :						
Starting Date :						
Starting Salary :						
Remarks :						



Name in English &  
Chinese Character  
(Underline Surname)

Postal Address  
And Telephone



Permanent Address  
And Telephone



**PERSONAL DETAILS**

Sex		I.C No.	
Marital Status		Colour	
Date of Birth		Income Tax No.	
Citizenship		E.P.F. No.	
Race		SOCSO No.	
Religion		Driving Licence - No. - Class	
Languages/Dialect Spoken			
Languages Written			

**HEALTH**

Height : \_\_\_\_\_ Weight : \_\_\_\_\_

Physical disabilities or handicap, if any (e.g. sight, hearing, speech, lameness, heart).

---

---

Major illness or accidents (if any) suffered since birth.

---

---



**FAMILY DETAILS**

	Name	Sex	Year of Birth	Occupation
Father				
Mother				
Brothers And Sisters				
Spouse			Date of Birth	Occupation and Employer
Children				

**ACTIVITIES**

From	Sports / Other Leisure Time / Activities	Membership Of Club, Society, Association etc.	Position or Responsibility Held
At School			
At University/College			
At Present			

**EMPLOYMENT DATA**

From	To	Employers	Position Held	Starting Salary	Final Salary

Provide on separate sheets of paper brief description of the principal tasks and responsibilities of each job held.

**Others :** If selected, when are you able to take up employment ? \_\_\_\_\_

What is your expected salary ? \_\_\_\_\_

**EDUCATION DATA**

From	To	Name and Place of School / College / University	Qualification obtained with Grades (If any)	Year Obtained

Please attached a photocopy of each certificate. Also provide on separate sheets the subjects taken and grades obtained in respect of each certificate / diploma / degree / professional qualification.

**COURSES CURRENTLY PURSUED**

Name of Course(s)	Qualifications Expected	Expected Completion Date

**SKILLS / TRAINING UNDERTAKEN**

Year	Type of Course	Organisation	Name of Course/Workshop/ Seminar

**(Please attach a copy of Skills/Training Certificates )**