



Daya Builders Sdn. Bhd.
Sulit & Persendirian
Strictly Confidential

PERMOHONAN PEKERJAAN APPLICATION FOR EMPLOYMENT

Gambar
(Warna)

Photograph
(Colour)

Borang ini hendaklah dipenuhi dengan tulisan tangan sendiri <i>This form should be completed by you in your hand-writing</i>							
1. JAWATAN YANG DIPOHON / POSITION APPLIED FOR:							
2. GAJI YANG DIPOHON: <i>SALARY EXPECTED:</i>						TARIKH MELAPOR DIRI : <i>DATE AVAILABLE:</i>	
3. BUTIR-BUTIR PERIBADI / PERSONAL PARTICULARS							
Nama Penuh / <i>Full Name:</i>							
Alamat Tetap / <i>Permanent Address:</i>				No. Tel Rumah/Tel Bimbit: <i>Home Tel No/Mobile Phone No. :</i>			
				No. Tel Pejabat: <i>Office Tel No. :</i>			
Hal Kecemasan : Hubungi. No. Tel, Nama dan Alamat: <i>Emergency Case: Contact, Tel No. Name and Address:</i>							
Tarikh Lahir : <i>Date of Birth:</i>		Tempat Lahir: <i>Place of Birth :</i>		Umur: <i>Age:</i>		Taraf Perkahwinan : <i>Marital Status:</i>	
Bangsa : <i>Race:</i>	Tinggi: <i>Height:</i>	Berat : <i>Weight:</i>		Jantina : <i>Sex:</i>		Mengandung : YA/TIDAK <i>Pregnant: YES/NO</i>	
Kerakyatan : <i>Nationality :</i>		No. KWSP : <i>E.P.F. No. :</i>		Agama: <i>Religion:</i>		L. Memandu / D. License <i>A.B.C.D.E.F</i>	
No.MyKad: <i>MyKad No. :</i>			No. PERKESO <i>SOSCO No.</i>			No. Ruj. Cukai Pendapatan <i>Income Tax Ref No.</i>	
BAHASA / <i>LANGUAGES</i>	Pertuturan / <i>Spoken</i>			BAHASA / <i>LANGUAGES</i>	Penulisan / <i>Written</i>		
	Baik <i>Good</i>	Sederhana <i>Fair</i>	Lemah <i>Poor</i>		Baik <i>Good</i>	Sederhana <i>Fair</i>	Lemah <i>Poor</i>
4. BUTIR-BUTIR AHLI KELUARGA / FAMILY PARTICULARS							
Hubungan/ <i>Relationship</i>		Name/ <i>Name</i>		Jantina/ <i>Sex</i>	Umur/ <i>Age</i>	Pekerjaan/ <i>Occupation</i>	
Suami/Isteri (<i>Spouse</i>)							
Anak/ <i>Children</i>							
Anak/ <i>Children</i>							
Anak/ <i>Children</i>							
Anak/ <i>Children</i>							

5. LATAR BELAKANG PERSEKOLAHAN / <i>EDUCATION HISTORY</i>					
Sekolah/Institusi/Universiti	Tahun/Year		Kelulusan/Qualification		
School / College / University	Dari / From	Hingga / To	SPM/STPM/Diploma/Degree/Master		
Nyatakan apa-apa pencapaian cemerlang akademik dan bukan akademik. <i>Give details of any academic or non-academic distinctions.</i>					
Kursus yang diikuti sekarang (Jika Ada) / <i>Course(s) attending now (if any)</i>					
Anugerah / <i>Awards</i>					
Ahli Badan Pertubuhan Professional / <i>Membership of Professional Bodies</i>					
6. LATAR BELAKANG PEKERJAAN / <i>EMPLOYMENT HISTORY</i>					
Nama & Alamat Majikan	Tarikh/Period		Jawatan Disandang dan Tugasnya	Gaji Mula dan Akhir	Sebab Berhenti
<i>Name & Address of Employer</i>	<i>Dari/ From</i>	<i>Hingga/ To</i>	<i>Position Held & Description of Responsibilities</i>	<i>Salary Initial & Last Drawn</i>	<i>Reason for leaving</i>
7. Adakah anda mempunyai kaitan dengan sesiapa di DAYA BUILDERS SDN BHD? YA/TIDAK. Are you related to anyone in DAYA BUILDERS SDN BHD? YES/NO Jika ada, nyatakan nama dan hubungannya dengan anda. If yes, state the name of the person and the relationship.					
8. Sekiranya diperlukan, bolehkan anda bertugas luar? YA / TIDAK <i>If necessary would you be willing to travel? YES / NO</i>					

9. KEMAHIRAN LAIN / OTHER SKILLS				
Pengetahuan Komputer: <i>Computer:</i>				
Aktiviti Kegiatan Luar dan Kegemaran : <i>Extra-Curricular Activities & Hobbies:</i>				
Lain-lain/Others:				
10. RUJUKAN PERIBADI / REFEREES				
Berikan keterangan dua orang yang mengenali anda secara dekat dari segi tingkah laku dan prestasi pekerjaan. Salah seorang daripadanya mestilah mengenali anda di peringkat urusan rasmi, seperti majikan di tempat pekerjaan anda. <i>Give particulars of two persons who know you well with regard to your character and work performance. one of these should know you in an official capacity, preferably as your superior in some previous employment.</i>				
Nama / Name	Pekerjaan/Occupation	Nama Syarikat Name of Company	Tel. No. No. Tel.	Hubungan Relationship
11. SIJIL-SIJIL / CERTIFICATES				
Anda dikehendaki membawa bersama salinan asal Sijil Pelajaran dan sijil-sijil yang berkenaan. <i>You are required to bring together the original of the Certificate of Education and other relevant certificates.</i>				
12. SUMBER PEKERJAAN / SOURCE OF EMPLOYMENT				
Bagaimana anda mengetahui kekosongan jawatan di Syarikat ini? <i>How did you hear of this position in the company?</i>				
Sila Tandakan (√) satu sahaja <i>Please tick (√) one only</i>				
Suratkhobar <i>Newspaper / Magazine</i>	☐	Pekerja/ <i>Employee</i>	☐	Others/ <i>Lain-lain</i>
☐				
13. REKOD KESIHATAN / HEALTH RECORD				
Adakah anda mengidap sebarang penyakit? YA / TIDAK. Sila nyatakan. <i>Do you have any illness? YES / NO. Please specify.</i>				

14. PENTING / IMPORTANT

Perlu diingatkan bahawa pelantikan anda juga tertakluk kepada pemeriksaan kesihatan. Oleh itu, anda dikehendaki membuat pemeriksaan kesihatan sebelum lantikan, Sekiranya laporan pemeriksaan kesihatan anda tidak memuaskan, syarikat akan membatalkan pelantikan anda dengan serta merta.

It should be noted that your appointment is also subject to medical examination. Therefore, you are required to make a medical examination before appointment, If your medical examination results is unsatisfactorily, the Company reserves the right to cancel your appointment immediately.

15. PENGESAHAN / DECLARATION

Saya mengaku bahawa segala keterangan yang diberikan adalah benar dan tepat dan tidak mengubah apa-apa keterangan. Sekiranya saya didapati memberikan keterangan palsu, Syarikat berhak menamatkan perkhidmatan saya tanpa sebarang notis.

I hereby declare the particulars provided are true to the best of my knowledge and that I have not suppressed any material fact. If after engagement it is found that I made a false declaration on this form, the Company reserve the right to terminate my service without notice.

Tarikh :

Date: _____

Tandatangan:

Signature:

16. Untuk Kegunaan Pejabat / For Official Use Only

Hendaklah dilengkapkan oleh Pegawai Penemudaga
To be completed by interviewing officer

Catitan : _____

Remarks: _____

Keputusan Temuduga / *Interview Result*

☐

Disokong
Recommended

☐

Tidak Disokong
Not Recommended

☐

Simpan Dalam Perhatian
KIV

Tarikh mula kerja

Date of commencement of work: _____

Jabatan :

Department: _____

Gaji Permulaan :

Starting Salary : _____

Elaun (Jika Ada)

Allowance (If Any): _____

Komen:
Comments:

Tarikh: _____
Date: _____

Komen:
Comments:

Tarikh: _____
Date: _____

Komen:
Comments:

Tarikh: _____
Date: _____