



APPLY FOR POSITION :

(A) PERSONAL DETAILS

Full Name (As stated in I/C) :			
Present address : _____			
Permanent address : _____			
Telephone : (H/Phone)		(House)	
NRIC No. :		Nationality :	
Date of birth :		Place of birth :	
Sex :	Age :	Height :	Weight :
Race :		Religion :	
Marital Status	<input type="checkbox"/> Single	<input type="checkbox"/> Married	<input type="checkbox"/> Divorce <input type="checkbox"/> Widow
Number of children			
EPF No :	Socso No :	Income tax no. :	
Bank Account with RHB Bank Bhd : *Yes / *No		Account number :	
Do you have a valid license ? * Yes / * No		Type & Number:	
<u>Spouse details</u>			
Name :		Occupation :	
Contact Number :		Company name :	

Immediate Family details : Children, Father, Mother, Brothers(s), Sister(s)

Relationship	Name	Age	Occupation	Company

(B) EDUCATION

Training or Education School / College / University	From	To	Qualification obtained (Please Specify Major)
	(Year)		

(C) EMPLOYMENT HISTORY

Employer	Joined	Resigned	Position held	Last drawn salary	Reason for leaving

(D) SKILLS

1) Written Languages	_____
2) Spoken Languages	_____
3) Computer knowledge	Yes / No _____
4) Typing	Yes / No _____
5) Shorthand	Yes / No _____
6) Others (if any) (please specify)	_____

(E) REFEREES (Please provide two names)

Name	_____	_____
Address	_____	_____
Tel. No.	_____	_____
Occupation / company	_____	_____
Years known	_____	_____

Do you have any relative employed in PKT Group? If yes, please state:

Name :	_____	Relationship :	_____
Company :	_____	Position :	_____
Department :	_____		_____

(F) OTHER INFORMATION - HOBBIES / SPORTS / SOCIAL ACTIVITIES / HEALTH / OTHERS

E-mail address	Yes / No	_____	If yes, please specify: _____
Facebook / Twitter	Yes / No	_____	If yes, please specify: _____
MSN chat	Yes / No	_____	
Hobbies & Sports		_____	
How often do you do the workout (physical exercise)?		_____	
Do you go for gym? If yes, how often?		_____	
Membership of Societies / Clubs and offices held (if any)		_____	

When was your last medical check-up?		_____	
What is your Cholesterol level?		_____	Normal / high
What is your Sugar level?		_____	Low / Normal / High
What is your Blood pressure?		_____	Low / Normal / High

(G) OTHER PARTICULARS

Please answer the following questions	Yes	No	
Do you have any sickness, diseases or handicap?			If answer is "yes" to any question, please explain below.
Have you ever been charged in court?			
Have you ever been involved with drugs?			
Have you ever apply / work in any PKT Group of Companies?			
Are you enrolled in any insitution of higher learning?			
Explanation :			

Please use this space to give additional information in support to your application. (e.g. aims, ambitions, special attitudes)

Current Salary		Expected Salary	
Notice required		Available Date	

I HEREBY DECLARED THAT ALL INFORMATIONS PROVIDED HEREIN ARE TRUE AND CORRECT. SHOULD THERE BE ANY FALSE, THE COMPANY WILL THEN HAVE THE RIGHT TO TERMINATE MY SERVICE WITHOUT NOTICE.

Applicant's Signature

Date

FOR OFFICE USE ONLY

Interview Date :	_____	Job Title :	_____
Starting Date :	_____	Job Grade :	_____
Commencing Salary :	_____	Company :	_____
Allowances (if any) :	_____	Department :	_____
	_____	Reporting to :	_____
Remarks (if any) :	_____		

Interviewed by:	_____	Signature :	_____
<u>Approving Authorities</u>			
1)	HOD / HOS	_____	Date : _____
2)	GM / COO	_____	Date : _____
3)	MD / President	_____	Date : _____