

HEXATECH	Application For Employment Form	Issue No.: 1	Document Effective Date: 01 Mar 2017	Page 2 of 4
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Please provide the following details of your children of all ages and that of all your brothers and sisters.

Name	Relationship	Date of Birth	Age	Occupation	Name & Address of Employer (if employed)

4. EDUCATION AND PROFESSIONAL QUALIFICATIONS

Name Of School / College / University	Exam / Diploma / Degree / Professional Qualifications Attained	Year Attained	Grade

5. EMPLOYMENT HISTORY - (List current or, if unemployed now, last employer first)

Date		Name & Address of Employer	Position Held	Basic Salary		Reasons For Leaving
From	To			Starting	Last Drawn	

6. DETAILS OF CURRENT OR, IF UNEMPLOYED NOW, LAST EMPLOYMENT

Company Name _____ Job duties & responsibilities _____

Who do you report to _____ Who are reporting to you _____

Basic Pay / Allowance / Incentive / Commission Payable, if any (state rate & type) _____

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7. STENOGRAPHY, TYPEWRITING, COMPUTER AND OTHER SKILLS

Shorthand _____ w.p.m Secretarial Qualification Attained _____

Typewriting _____ w.p.m Computer Qualification Attained _____

What office computer software(s) have you operated and for how long _____

8. COURSES OR TRAINING ATTENDED, CURRENTLY ATTENDING AND INSTITUTIONAL MEMBERSHIP

Course / Training Attended	Year
Course / Training Currently Attending (* Full Time / Part Time)	Duration
Membership of Professional Institutions	Year Attained

9. LINGUISTIC ABILITY

LANGUAGES / DIALECTS	State 'WK' for Working Knowledge and 'F' for Fluent		
	Speak	Read	Write
Bahasa Malaysia			
English			
Mandarin			
Other Languages / Dialects (pls specify)			

10. LEISURE ACTIVITIES

Hobbies, Sport & Other Interests _____

Membership of Societies / Club & Offices held, if any _____

11. OTHER INFORMATION

Have you a friend / relative working in this Group? * YES / NO (If yes, state name, relationship and in which Company) _____

Have you applied to any of this Group of Companies before? * YES / NO (If yes, state position, date & name of the Company) _____

Have you been charged and / or convicted in any Court of Law? * YES / NO (If Yes, please give details) _____

Have you any activities or interest in any business undertaking, incl. family business? * YES / NO (If Yes, please give details) _____

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12. MEDICAL AND PHYSICAL STATUS

Have you suffered from or are you currently suffering from serious illness? * YES / NO (If Yes, please state exact details)

Are you suffering from any physical disabilities ? * YES / NO (If Yes, please state exact details)

Are you pregnant ? * YES / NO (If Yes, please state how many months pregnant)

13. REFERENCE (List 2 Personal Referees who are not your Relatives)

Name, Address, Telephone and Handphone No.	Occupation	Years known

14. ADDITIONAL INFORMATION

(Please state here other additional information which may be important in support of your application, include any special talents, qualities or achievements not otherwise stated in this Application Form. Continue on separate sheet, if necessary).

15. DECLARATION

I declare that the information given in this Application is TRUE and ACCURATE. I understand that any misrepresentation of that given herein will be sufficient cause for dismissal from the Company's services if I have been employed. Further, I hereby consent the Company to process my personal data in accordance with Section 7(1) of PDPA 2010. Enclosed are a copy each of my educational/professional qualification certificate/diploma/degree and/or appropriate recommendation letters.

Date _____ (* Delete where applicable) Signature _____

FOR OFFICE USE ONLY			
Interview by _____	Comments _____	Date _____	Signature _____
Further interview by _____	Comments _____	Date _____	Signature _____
* To be Employed / Not to be Employed / KIV	If employed, Commencement Date _____		
Job title _____	Company _____	Dept. _____	
Grade _____	Salary _____ per month	Allowance _____	per month
Bank Name (for Credit of Salary) _____	Account No. _____		
Other Remarks _____			
Recommended by _____	Approved by _____		
Name	Signature	Name	Signature