

CP-P02-F07 REV.00



## CITY PILING & CONSTRUCTION (KL) SDN BHD

No.38A & 38B, Jalan Bunga Tanjung 9, Taman Muda, 56100, Kuala Lumpur.

Tel : 03 - 4296 8437 Fax : 03-4296 7437

Email : citypcsbhr@gmail.com

### JOB APPLICATION FORM

(BORANG PERMOHONAN KERJA)

Name:  
(Nama)

IC No :  
(No Pengenalan)

Position:  
(Jawatan)

Date of Application:  
(Tarikh Permohonan)

Date of Commencemet:  
(Tarikh Mula Kerja)

I/C Copy	Driving License	CIDB	Induction Course	Photo		

# JOB APPLICATION FORM

## (BORANG PERMOHONAN KERJA)

Photo

### PERSONAL PARTICULAR (MAKLUMAT PERIBADI)

FULL NAME:  
(NAMA PENUH)

IN CHINESE :  
(BAHASA CINA)

ADDRESS :  
(ALAMAT)

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MOBILE NO (H/P)  
(NO TELEFON BIMBIT)

: \_\_\_\_\_

(Home)  
(RUMAH)

: \_\_\_\_\_

NRIC NO (NEW)  
(NO IC BARU)

: \_\_\_\_\_

(OLD)  
(LAMA)

: \_\_\_\_\_

DATE OF BIRTH  
(TARIKH LAHIR)

: \_\_\_\_\_

AGE  
(UMUR):

: \_\_\_\_\_

PLACE OF BIRTH  
(TEMPAT LAHIR)

: \_\_\_\_\_

SEX  
(JANTINA)

: \_\_\_\_\_

NATIONALITY  
(WARGANEGARA)

: \_\_\_\_\_

RACE  
(BANGSA)

: \_\_\_\_\_

MARITAL STATUS  
(TARAF PERKAHWINAN)

: SINGLE / MARRIED  
\_\_\_\_\_

RELIGION  
(AGAMA)

: \_\_\_\_\_

INCOME TAX NO  
(No Cukai Pendapatan)

: \_\_\_\_\_

EPF NO  
(KWSP NO)

: \_\_\_\_\_

BANK ACC. NO  
(NO AKAUN BANK)

: \_\_\_\_\_

SOCSSO NO  
(SOCSSO NO)

: \_\_\_\_\_

### PARTICULAR OF IMMEDIATE FAMILY : WIFE/HUSBAND/PARENT/BROTHER/SISTER & CHILDREN

(Butiran Maklumat Keluarga: Suami/Isteri/ IbuBapa/ Adik-Beradik/Anak)

NAME (Nama)	RELATIONSHIP (Hubungan)	AGE (Umur)	OCCUPATION (Pekerjaan)	EMPLOYER/SCHOOL (Majikan/ Sekolah)

**EDUCATION ATTAINMENT (Pencapaian Akademik)**

SCHOOL/COLLEGE/UNIVERSITY/ PROFESIONAL/INSTITUTION (Sekolah/ Kolej / Universiti/ Institusi/ Profesional)	YEAR (Tahun)	HIGHEST STANDARD PASSED/ CERTIFICATED/DIPLOMA/ DEGREE OBTAINED. (Kelulusan Tertinggi/ Sijil/ Diploma/ Ijazah)

**CAREER HISTORY (Sejarah Kerjaya)**

NAME & ADDRESS OF EMPLOYER (Nama & Alamat Syarikat)	YEAR (Tahun)	POSITION (Jawatan)	SALARY (Gaji)	REASON FOR LEAVING (Sebab Berhenti)

**FAMILY MEMBER TO BE CONTACTED IN CASE OF EMERGENCY**

(Maklumat Ahli Keluarga Sekiranya Berlaku Kecemasan):

NAME : \_\_\_\_\_  
(Nama)ADDRESS : \_\_\_\_\_  
(Alamat)MOBILE NO (H/P) : \_\_\_\_\_ (Home) : \_\_\_\_\_  
(No Telefon Bimbit) \_\_\_\_\_ (Rumah) \_\_\_\_\_**JOB RELATED GOALS (Matlamat Berkenaan Kerjaya)**

What are your career objective? (Apakah Objektif Kerjaya Anda?)

\_\_\_\_\_  
\_\_\_\_\_Do you possess any additional skill? If yes, please describe (e.g PC knowledge, etc)  
Adakah Anda Mempunyai Kemahiran Lain? Jika Ada, Sila Nyatakan (Kemahiran Komputer Dan Sebagainya)\_\_\_\_\_  
\_\_\_\_\_**OTHER INFORMATION (Maklumat Lain)**

a) Physical Data (Data Fizikal)

Height (Tinggi) : \_\_\_\_\_ Weight (Berat) : \_\_\_\_\_

## b) Proficiency in Languages and Dialects (Penguasaan Dalam Bahasa Dan Dialek)

Spoken (Bercakap)	Written (Penulisan)
1.	
2.	
3.	
4.	

List of any serious illness, operation or accident you may have had, with the approximate dates?

(Senaraikan apa-apa penyakit serius, pembedahan atau kemalangan yang pernah anda alami, dan sertakan tarikh tersebut?)

## c) Personal Reference (Please indicate name, company, occupation &amp; tel.no)

Rujukan Personal (Sila nyatakan nama, syarikat, pekerjaan & no.tel)

1

2.

## If you were awarded this job (Jika anda ditawarkan untuk berkerja dengan kami):

a) When can you start?(Bila anda boleh bermula): \_\_\_\_\_

b) Expected salary (Gaji yang dimohon): \_\_\_\_\_ Present salary (gaji semasa): \_\_\_\_\_

**DECLARATION:**

I hereby declare that every statement given by me in this form is true and correct and is done voluntarily. I have not wilfully suppressed any material fact. I authorised the Management to submit the said information to any person or organisation for the purpose of any investigation which the management may desire to make with reference thereto. I agree to indemnify the Management from all liabilities, demand, claims, suits, proceedings, cost and expenses of any nature in connection with the foregoing.

I also agree that if any false declaration is made by me, My contract of service may be terminated forthwith without notice.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Note :**

This form is not proof of your employment. Your terms of employment with the Company will be as set out in the formal Letter of Appointment which will be issued within 45 days from the date of your commencement of duties. In the absence of the formal Letter, You shall be considered as a casual worker and your services can be terminated by giving one (1) day's notice.



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(Com No: 920258-H)

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## FOR OFFICE USE ONLY

Applicant's Name :

Position :

INTERVIEWER'S ASSESMENT	A	B	C	LEGENDA REMARKS:
QUALIFICATION				A - ABOVE AVERAGE B - AVERAGE C - BELOW AVERAGE
WORKING EXPERIENCE				
TECHNICAL KNOWLEDGE OF THE JOB				
SKILLFULNESS				
COMMUNICATION ABILITY (VERBAL/WRITTEN)				
ATTITUDE/PERSONALITY				
OTHERS				

Remarks by Interviewer :

Applicants is :

Suitable & Acceptable

Suitable but KIV

Unsuitable

Signature

Date

## SELECTED CANDIDATE

Name : \_\_\_\_\_

Dept/Posting : \_\_\_\_\_

Designation : \_\_\_\_\_

Salary : \_\_\_\_\_

Date of Commencement : \_\_\_\_\_

Allowance : \_\_\_\_\_

Others (if any): : \_\_\_\_\_

EPF/SOCSSO : \_\_\_\_\_

Approved By : \_\_\_\_\_

Date : \_\_\_\_\_









