



SLG CONSTRUCTION SDN. BHD.
844680-V



JOB APPLICATION FORM

Recent Passport
Photo

Position Applied
Jawatan Dimohon

Date of Application
Tarikh Permohonan

Personal Information/ Butiran Peribadi

Name in Full / Nama Penuh	Gender / Jantina
NRIC No. / No. KP/ Passport No.	Citizenship / Warganegara
Marital Status / Taraf Kahwin Single / Bujang Married / Berkahwin Divorced / Bercerai Widowed / Janda atau Duda	Age / Umur
Date of Birth / Tarikh Lahir	Place of Birth / Tempat Lahir
Race / Bangsa	Religion / Agama
Mobile No. / No. Bimbit	Driving License / Lesen Memandu Yes / No. (If yes, Class: _____)
EPF No. / No. KWSP	Income Tax No. / No Cukai
Bank Account No. / No. Bank Akaun	Email Address / Alamat Emel

Current Address / Alamat Surat-menyurat

Educational Background / Rekod Pendidikan

From – To (mm/yyyy)	Full Time / Part Time	Qualification Obtained (Field of Study) Kelayakan / Bidang pengajian	Institution / Institusi	Overall Result (GPA)



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Work Experience / Rekod Penggajian

From – To (mm/yyyy) Dari – ke (bb/tttt)	Position Jawatan	Name of Employer Nama Majikan	Basic Salary & Allowance / Gaji Pokok & Elaun	Reason of Leaving / Sebab0sebab berhenti

Family Prticulars (Parents, Spouse and kids) / Mklumat Keluarga

Name / Nama	Relationship / Hubungan	Gender / Jantina	Age / Umur	Occupation / Pekerjaan	Name of Company / Nama Syarikat

Emergency Contact /

Name / Nama	Relationship / Hubungan	HP No.	Remarks

Character Reference (Previous & Current Superior) / Rujukan Semakan

Name / Nama	Company / Syarikat	Position / Jawatan	Years Known / Tahun dikenali	Contact No. / Telefon No.

Would you object to our request to your current employer for more information?

Adakan anda membantah jika kami mendapatkan rujukan selanjut dari pihak majikan sekarang?

Yes / No



Language / Bahasa	
English	Basic / Intermediate / Advance
Bahasa Malaysia	Basic / Intermediate / Advance
Others:	Basic / Intermediate / Advance

Skills (Software & others) / Kemahiran	
Microsoft Exel	Basic / Intermediate / Advance
Microsoft Words	Basic / Intermediate / Advance
Microsoft Project	Basic / Intermediate / Advance
AutoCad	Basic / Intermediate / Advance
Others:	Basic / Intermediate / Advance

Others / Lain-lain	
A	Are you pregnant now? <i>Adakah anda hamil?</i> If yes, how many months? <i>Jika ada, berapa bulan?</i> Yes / No
B	Do you have any illness or health problem? <i>Adakah anda menghidap sebarang penyakit ata menghadapi masalah kesihatan?</i> If yes, please state / <i>Jika ada, sila nyatakan.</i> Yes / No
C	Do you have any relatives / friends working in SLG Construction Sdn Bhd? <i>Adakah anda mempunyai saudara / kawan berkerja dengan SLG Construction Sdn Bhd?</i> If yes, please provide details / <i>Jika ada, sila nyatakan</i> Name : _____ Position : _____ Relationship : _____ Department : _____
D	Do you have any relatives / Friend working in Company Supplier / Consultants / Contractor industry? <i>Adakah anda mempunyai saudara / kawan berkerja dalam industry Pembekal / Perunding Kontraktor / Kontraktor?</i> If yes, please provide details / <i>Jika ada, sila nyatakan</i> Name : _____ Name of Company : _____ Relationship : _____ Position : _____



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E	Have you ever been dismissed and / or suspended from employment? <i>Adakah anda pernah diberhentikan dan / atau digantung kerja?</i> If yes, please provide details / <i>Jika ada, sila nyatakan</i>	Yes / No
F	Have you been convicted of any crime? <i>Adakah anda pernah didakwa sebarang jenayah?</i> If yes, please provide details / <i>Jika ada, sila nyatakan</i>	Yes / No
G	Has any bankruptcy action ever been taken against you? <i>Adakah tindakan kebangkrutan pernah diambil terhadap anda?</i> If yes, please provide details / <i>Jika ada, sila nyatakan</i>	Yes / No
H	Do you serve bond or Obligation for Government or any other body? <i>Adakah anda terikat dengan mana-mana parti kerajaan?</i> If yes, please provide details / <i>Jika ada, sila nyatakan</i>	Yes / No
I	Minimum Expected Salary / <i>Gaji Minima Dimohon</i>	RM
J	Notice period required for current job? <i>Tempoh Notis penamatan untuk jawatan sekarang?</i>	
K	Kindly disclose any other information you would like to share for this job application.	

Privacy Statement

The personal data collected in this application form will be used by SLGC to assess your suitability to assume job duties of the position for which you have applied and to determine preliminary remuneration, bonus payment and benefits package to be discussed with you subject to selection for the position. Personal data on the application form are regarded as mandatory for selection purposes. Failure to provide these data may influence the processing and outcome of your application. In the event of unsuccessful application, we will retain your personal data for future recruitment purpose. Personal data will be kept for only as long as it is reasonably necessary for the purpose as describes above. In additional, the company may conduct credit/trade check, CCRIS and CTOS at any time.

Declaration

I, hereby declare that the information I have provided in this application for employment is true and correct. I agree and accept that if any part of my declaration is false or incorrect, SLGC reserves the right to terminate my service without notice

Signature
Name:

Date



FOR OFFICE USE ONLY

	Confirm		Benefit	i.
	Reject			ii.
	KIV			iii.
	Other reason:			iv.

Payroll: RM

Hiring Manager Comment / Recommendation

Comment / Recommendation:

Signature of Hiring Manager	Reviewed By: <i>(HR Manager)</i>	Approved by: <i>(HOD)</i>
 (Signature) Name: Position: Date:	 (Signature) Name: Date:	 (Signature) Name: Date:

HR Check List

	Commencement Date			Office Keys
	Email Address			Name Stamp
	Employment Contract			
	Company Phone No.			
	Desktop / Laptop			
	Business Card			
	Uniforms			