



Employment Application Form

APPLICATION FOR EMPLOYMENT

PLEASE COMPLETE PAGES 1-5. APPLICATION DATE: _____

Position applied for: _____

Full Name

_____ 漢字 : _____

Present address _____

Telephone (hand phone) _____ (Home) _____

IC Number : _____ Date of birth: _____

Marital Status Single/ Married/ Divorce (please circle) Gender: Male/Female

Salary desired _____

Days/hours available to work

(Be specific)

For part time position only Expected allowance

for internship student How many days per week? _____

How many hours per day?

Mon _____

Tue _____

Wed _____

Thu _____

Fri _____

Employment desired [FULL-TIME ONLY UPART-TIME ONLY CIF-ULL- OR PART-TIME

When available for work? _____

For Internship application: Internship Start date: _____ End date: _____ Internship : Accounting/Admin (please circle)

TYPE OF SCHOOL	NAME OF UNIVERSITY/SCHOOL	From	To	MAJOR & DEGREE
College/University				
Secondary School				
Other				

HAVE YOU EVER BEEN CONVICTED OF A CRIME? No Yes, please specify _____
 HAVE YOU TAKE ANY DRUG BEFORE? No Yes

APPLICATION FOR EMPLOYMENT

Do you have a valid driving license? Yes No License Type: Car/ Motorcycle (please circle)
 What is the mode of transportation to work? (e.g. car/ motorcycle/ train)

Please circle:

	<u>Spoken Language</u>	<u>Written Language</u>
English	Fluent Fair Poor	Fluent Fair Poor
Mandarin	Fluent Fair Poor	Fluent Fair poor
Malay	Fluent Fair Poor	Fluent Fair poor
Other _____	Fluent Fair Poor	Fluent Fair poor

Accounting Software Skill: _____

Any Other Special Skill: _____

Family background

Family Member Name	Relationship	Age	Occupation

Next of Kin (Emergency Contact):

Name: _____ Contact Number: _____ Relationship: _____

Please list two references other than relatives or previous employers.

Reference 1. Reference 2: Name _____ Name

Position _____

Position _____

Company _____

Company _____

Telephone _____

Telephone _____

APPLICATION FOR EMPLOYMENT

Work Experience Please list your work experience.

May we contact your present employer? a Yes a No

Name of employer Address Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

Name of employer Address Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your Last Job Title		

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

APPLICATION FOR EMPLOYMENT

Work experience Please list your work experience.

Name of employer Address Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			
Name of employer Address Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

I hereby declare that all information provided in this form is true and correct. If any of the information I have furnished either intentionally or unintentionally is found to be untrue, I understand that J&S ASSOCIATES. reserves the right to terminate my appointment or take any other action as it deems appropriate.

Signature of applicant: _____

Name: _____

Thank you for completing this application form.

INTERNAL USE:

(Fill up by interviewer) Interviewer Name:

Job Offer: Yes / No or KIV

Position Offer: _____

Salary Offer: RM _____

Required Job commencement date: _____

Comment (if any): _____

Interviewer's signature: _____

Date: _____

(Fill up by Human Resource person in charge)

Candidate accept offer: Yes/ No

Candidate committed job commencement date: _____