



Employment Application Form

SB Group of Companies
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How did you know about this vacancy? *(Tick where applicable)*

Online job portal
 Advertisement
 Referral
 Others

Position Applied :

Name : Mr. / Mdm / Miss Chinese Name :
(As in NRIC) (CAPITAL LETTERS)

NRIC (New) : **(Old) :** **Gender :** Female Male

Date of Birth : **Place of Birth :** **Marital Status :** Single Married Others

Age : **Race :** **Religion :** **Nationality :**

Address :
 **Postcode :** **State :**

Mobile No. : **Tel (H) :** **Email :**

Spouse Information

Name			
NRIC (new)	Relationship		
Gender	Contact No.		
Job title	Employer		

Children Information

Name	Age

Alternative contact person

Name			
Address			
Relationship	Contact No.		

Education Information

Three (3) highest educational qualifications (in chronological order)	Name of institution	Duration		Result obtained
		From	To	

Language Proficiency

Language / dialects	Proficiency indicators : Basic, Fair, Good and Excellent	
	Spoken	Written

Computer Skills and other relevant qualifications

Skill / qualifications	Years achieved	Years of experience

Previous and most recent employment information

Name of three (3) previous employers	Duration		Last position held	Last drawn salary (MYR)	Reason for leaving
	From	To			

In case there have been periods of unemployment/ self employment, kindly indicate the reasons.

Details of present employment (or most recent employment)

Name of employer and Address			
Industry (e.g. banking/ retail / consumer goods)		Date appointed	
Starting basic salary		Position held upon hiring	
Current salary (MYR)		Other fixed allowances	
Current position		Reason for leaving	
Brief description of the job			

Professional referees (please provide at least two (2) referees)

Name	Relationship / Company	Contact No

Health Details

1. Are you suffering from any diseases? (Yes / No)
If Yes, please specify:
2. Any major operation undergone? (Yes / No)
If Yes, please specify:
3. Any permanent disability/ illness particularly which affect your job? (Yes / No)
If Yes, please specify:
4. Eye Sight – Normal / Using Spectacles / Contact Lenses
5. Outcome of last medical check-up, if any
If Yes, please specify:
6. Are you in the habit of smoking/ consuming Alcohol? (Yes / No)

Other information

Expected monthly salary (MYR)			
Notice period			
Possess own car	Yes / No	Possess a valid driving license	Yes / No

1. Have you ever been convicted by a court of law? If yes, please elaborate;	
2. Have you been declared a bankrupt? If yes, please elaborate;	
3. Have you ever been dismissed or suspended from any employment? If yes, please elaborate;	
4. Do you have any siblings, relatives or friends working at SB Group of Companies? If yes, please elaborate (Name & Dept):	
5. Have you previously applied for any employment at SB Group of Companies? If yes, please state the position applied for, when and the outcome.	
6. Do you have any restrictions on traveling? If yes, pls elaborate;	
7. If you have been referred to SB Group of Companies by an existing employee, kindly provide the referral's full name.	
8. Have you ever been charged or accused of drug abuse? If yes, please elaborate;	
9. Have you every been charged for criminal offence? If yes, please elaborate;	
10. Have you ever been dismissed by your former employee? If yes, please state the date, company name and the reason for dismissal.	

Declaration

'The Company and/or SB Group of Companies would be required to obtain, store and process your personal data (including any sensitive personal data) for the purposes of processing and considering your employment application. By signing this form, you hereby consent to the Company and/or SB Group of Companies to:

1. Store and process your Personal Data
2. Storing your Personal Data for a period up to seven (7) years from the date of this application of employment;
3. Disclose your Personal Data to the relevant governmental authorities or third parties where required by law or for legal purposes;

In addition, your Personal Data may be transferred to any company within the SB Group of Companies which may involve sending your data to a location outside Malaysia. For the purpose of updating or correcting such data, you may at any time during to the course of your employment apply to the Company to have access to your Personal Data which are stored by the Company.

For the avoidance of doubt, Personal Data includes all data defined within the Personal Data Protection Act 2010 including all data you had disclosed to the Company in this form or your employment application letter.

I declare that I have provided all required information form and that all information provided herein is true and correct. I fully understand and accept that any information given by me which is incorrect or false may render me liable to summary dismissal. I also authorised SB Group of Companies or any of its officers, employees, or authorized agents to conduct the necessary background and reference checks with third parties by contacting any person or entity whom they deem to be an appropriate reference. I also understand and accept that questions asked for reference purposes may include but not limited to my educational background, attendance, personal history, character, personality, disciplinary information and reason for separation from my former employment. I also hereby release KSH from all liability for damages or claims, which may arise or result from any reference information gathered pursuant to this authorization.

Signature of applicant

Date

For SB Group of Companies use only

Feedback by immediate superior / interviewer

<p>Employment Category</p> <p><input type="checkbox"/> Permanent <input type="checkbox"/> Temporary (duration :)</p> <p>Position :</p> <p>Gross remuneration</p> <p>Basic salary</p> <p> Monthly : MYR</p> <p>Commencement date :</p> <p>Fixed allowance</p> <p>1. MYR</p> <p>2. MYR</p> <p>3. MYR</p> <p>4. MYR</p> <p>Overtime Claim : Yes / No</p> <p>Namecard required : Yes / No</p> <p>Mobile required : Yes / No</p> <p>Petrol card required : Yes / No</p> <p> Car plate number : _____</p> <p> Car model : _____</p>	<p>Direct reporting</p> <p>Name :</p> <p>Position :</p> <p>Feedback / comment by interviewer:</p> <p>.....</p> <p>.....</p> <p>Signature :</p> <p style="text-align: center;"><i>(Interviewed by)</i></p> <p>Name :</p> <p>Position :</p> <p>Date :</p> <p>Assigned Buddy : Yes / No</p> <p>Name :</p> <p>Position :</p> <p>Approval by MD :</p> <p>Date :</p>
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For HR & Admin use only

<p>Attachments with application</p> <p>Manpower Requisition Form <input type="checkbox"/> Passport size photo <input type="checkbox"/></p> <p>Resume <input type="checkbox"/> Latest payslips <input type="checkbox"/></p> <p>Copy of academic certificates <input type="checkbox"/> Copy of NRIC <input type="checkbox"/></p>	<p>Call candidate to confirm commencement date : <input type="checkbox"/></p> <p>Remarks :</p>
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