



JOB APPLICATION FORM

POSITION APPLIED FOR		PLEASE ATTACHED RECENT PHOTOGRAPH HERE	OFFICE USE	
FIRST CHOICE : _____			EMP. NO. :	_____
SECOND CHOICE : _____			START DATE :	_____
THIRD CHOICE : _____			DEPARTMENT :	_____
			CODE :	_____
			THE POSITION KNOW BY (TICK THE RELEVANT BOX)	
			<input type="checkbox"/> FRIEND	<input type="checkbox"/> WEBSITE
			<input type="checkbox"/> ADVERTISEMENT	<input type="checkbox"/> ELECTROMECH STAFF
			EMPLOYEE NAME :	_____
			EMPLOYEE NO :	_____

Note: Incomplete application will not be reviewed

PERSONAL INFORMATION (PLEASE WRITE IN CAPITAL LETTER)

1. Full Name : _____

2. (a) Current Address : _____
 _____ Tel No.: _____

(b) Permanent Address: _____
 _____ Tel No.: _____

3. (a) D.O.B. : - - (b) Place of birth : _____

(c) Age : year (d) Gender : M F

(e) Marital Status : Single Married Widow Divorce

4. (a) I.D Card No.(Old):

(b) I.D Card no. (New) : -

(c) EPF No :

(d) SOCSO No :

(e) Income Tax No : -

5. (a) Nationality : Malaysia Others _____

(b) Race : _____ (c) Religion : _____

Language Proficiency

(a) Oral : B.Malaysia Tamil Chinese English _____

(b) Written : B.Malaysia Tamil Chinese English _____



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FAMILY DETAILS

1.	Name	Occupation	Age
Father			
Mother			
Husband/Wife			

2. No of siblings : Male Female
3. No of children : Male Female

EDUCATION BACKGROUND

1.	School Name	Start (Year)	End (Year)	Level	Grade
Secondary					
College					
University					

2. Professional Courses (If Any)

3. Other Details : _____

WORKING EXPERIENCE (Start from current job)

1.	Company Name	Place	Start Date	Last Date	Last Drawn	Job Function	Reason for Leaving



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2. If currently working, state the notice period for resigning. : _____
3. Expected salary : _____
4. Availability to start work : _____
5. Are willing to work overtime? Yes No

GENERAL INFORMATION

1. Have you committed any crime? Yes No
If “Yes” please state the reason: _____
3. Please state 2 (two) names as a referee:-
- | | |
|-----------------|------------------|
| Name : _____ | Name : _____ |
| Address : _____ | Address : _____ |
| _____ | _____ |
| Tel. No : _____ | Tel. No. : _____ |
4. Contact person in case of emergency:-
- | | |
|-----------------|-----------------|
| Name : _____ | Name : _____ |
| Address : _____ | Address : _____ |
| _____ | _____ |
| Tel. No : _____ | Tel. No : _____ |



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DECLARATION

I hereby declare that all information given herein as far as my knowledge is valid and correct. The employer's right to terminate my service immediately without giving any compensation if any such information given is found to be false or incorrect.

 Signature of Applicant

 Date

 This application does not warrant any position at ELECTROMECH ENGINEERING SDN.BHD. Only those who succeed after being censored will be contacted for interview. All copies of the qualification certificate, copy of identity card or birth certificate and two-piece photograph (passport size) must be submitted together with this application and will not be returned.

OFFICE USE

1. Interview date : _____ By : _____
 _____ By : _____
2. Summarize : _____

3. Appointed for position of : _____
4. Start work : _____ Start Salary: RM _____