

APPLICATION FOR EMPLOYMENT

Section A – Personal Information

As of Oct 2019

Name (as in Identity Card / Passport)		Position Applied	
Identity Card / Passport Number	Nationality	Place of Birth	
Home Address			
Postal Address (if different from above)			
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth	Race	Religion
Mobile No.	Home Tel.	Office	Email Address
Driving License <input type="checkbox"/> Yes, class type(s) _____ <input type="checkbox"/> No			
Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widow			
No. of Children (if any)		Age(s)	
Spouse & Parents Details			
Particulars	Spouse	Father	Mother
Name			
Date of Birth			
Country of Birth			
Citizenship			
Race			
Religion			
Occupation & Employer			

Section B – Skills & Qualifications

Education & Qualifications					
Please give exact name and title of certificates, diplomas and/or degrees in chronological order starting from most recent					
Name of Institute	Year		Certificate or Degree Awarded	Major/Speciality	
	Started	Ended			
Please indicate your grades for your 'O' and 'A' Levels below					
Subjects		'O' Level		'A' Levels	
Bahasa Melayu					
English					
Mathematics					
Additional Mathematics					
Principle of Accounts					
Combined Science					
Biology					
Chemistry					
Physics					
Islamic Religious Knowledge					
Melayu Islam Beraja					
Others ()					
Others ()					
Others ()					
Others ()					
Others ()					
Please indicate your proficiency as follows: Excellent=4 Good=3 Fair=2 Basic=1 None=0					
Language	Reading	Written	Spoken	ICT Skills	Proficiency
Bahasa Melayu				Microsoft Word	
English				Microsoft Excel	
Others:				Microsoft PowerPoint	

Others:				Microsoft Outlook	
Others:				Others:	
Other Skills & Achievements (if any):					
Employment History					
Please start from most current employment					
Name of Organisation/Company	From (mm/yy)	To (mm/yy)	Position	Reason(s) for Leaving	
Details of Current Employment & Salary Expectations					
Monthly Salary			Total Allowance(s)		
Annual Bonus Received			Other benefits received (pls specify)		
Required notice period	_____ months				
Salary Expectations (inclusive of allowances)					
Details of References					
Please give details of references (preferably current or previous supervisors & non-relatives)					
Name	Position	Organisation/Company	Contact details	Relationship	

Section C – Other Information

1. Are you suffering from any physical impairment or disease?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Have you ever been discharged or dismissed from service by a previous employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Do you have a criminal record?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Have you ever been convicted or found guilty by a court of any offence in any country? (Excluding minor traffic offences, e.g., parking, car modification, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Is there any legal action being taken or pending against you?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Have you any relatives employed at the BEDB?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Have you any involvement in any business undertaking? (e.g., partnerships, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Are you bonded with any government body and/or other organisations? If yes, please include duration of the bond period?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you answered 'Yes' to any of the above questions, please give full details, including dates below:

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In support of your application, please tell us in **up to 500 words** below, why you are suitable for this role, focusing on the skills, knowledge and experience you bring.

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Section D – Declaration

I declare that the information provided in this form is, to the best of my belief, true and correct and that I have not suppressed any fact(s). I understand that any misrepresentation or omission of any fact will be sufficient cause for the cancellation of consideration for employment or dismissal (if I have been employed).

Applicant's Signature	Date
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