



**Wakomas**

**WAKOMAS Chemical Sdn Bhd**

**APPLICATION FORM FOR EMPLOYMENT (AFFE)**

**PERSONAL PARTICULARS**

**PERSONAL INFORMATION**

FULL NAME (UNDERLINE SURNAME)		PLEASE AFFIX RECENT PASSPORT-SIZE PHOTOGRAPH
PERMANENT ADDRESS (full address)		
CORRESPONDENCE ADDRESS		
MOBILE NO.	EMAIL ADDRESS	
NRIC NUMBER	NRIC COLOR	
DATE OF BIRTH DD/MM/YYYY	PLACE OF BIRTH	
RACE	RELIGION	
NATIONALITY AT BIRTH	OTHER NATIONALITY (IF ANY)	
MARITAL STATUS <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED <input type="checkbox"/> DIVORCE <input type="checkbox"/> WIDOWED	FULL NAME OF SPOUSE	
CHILDREN (IF ANY)		
NAME	AGE	
NAME	AGE	
NAME	AGE	

**DESIRED EMPLOYMENT**

EMPLOYMENT TYPE <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> CONTRACT	POSITION APPLYING FOR	DESIRED SALARY	DATE YOU CAN START DD/MM/YYYY
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**FAMILY PARTICULARS**

**SINGLE (PARENTS & SIBLINGS) / MARRIED (SPOUSE & CHILDREN)**

NO.	RELATIONSHIP	NAME	AGE	ADDRESS	EMPLOYER NAME	POSITION



## EDUCATIONS

EDUCATION *(start from most recent to oldest)*

UNIVERSITY/SCHOOL	DATE GRADUATED	QUALIFICATIONS	RESULT
	DD/MM/YYYY		
	DD/MM/YYYY		
	DD/MM/ YYYY		
	DD/MM/YYYY		

## SPECIALISED TRAINING AND PROFESSIONAL QUALIFICATION

DETAILS OF OTHER SPECIALIZED TRAINING, KNOWLEDGE, OR EXPERIENCE E.G., STUDENT APPRENTICESHIPS OR PRACTICAL EXPERIENCE AS PART OF UNIVERSITY WORK.

PROFESSIONAL OR OTHER QUALIFICATIONS INCLUDING MEMBERSHIP IN PROFESSIONAL BODIES.

## EXTRACURRICULAR ACTIVITIES

STATE PARTICIPATION IN EXTRACURRICULAR ACTIVITIES, POSITIONS OF RESPONSIBILITIES HELD AND GAMES PLAYED AT SCHOOL, AT UNIVERSITY AND CURRENTLY.

AT SCHOOL

AT UNIVERSITY

CURRENTLY



## WORK EXPERIENCES

### WORK EXPERIENCE *(start from most recent to oldest)*

COMPANY NAME	PERIOD		POSITION	REASON FOR LEAVING
	FROM	TILL		
	YYYY	YYYY		
LAST DRAWN SALARY RM				
	YYYY	YYYY		
LAST DRAWN SALARY RM				
	YYYY	YYYY		
LAST DRAWN SALARY RM				
	YYYY	YYYY		
LAST DRAWN SALARY RM				
	YYYY	YYYY		
LAST DRAWN SALARY RM				

### LANGUAGE PROFICIENCY

LANGUAGE	WRITTEN (INDICATE STANDARD)	SPOKEN (INDICATE FLUENCY)

### CAREER EXPECTATIONS

IN YOUR OWN HANDWRITING, PLEASE DESCRIBE YOUR CAREER EXPECTATIONS (ABOUT 100 WORDS)


### REFERENCES

PLEASE GIVE TWO REFERENCES (ORIGINAL TESTIMONIALS SHOULD NOT BE FORWARDED) AS FOLLOWS

	REFERRAL NAME	CONTACT NO.	RELATIONSHIP	YEARS KNOWN
1.				
2.				



APPLICATION FORM FOR EMPLOYMENT (AFFE)

OTHER INFORMATION

NO.	DESCRIPTION	YES	NO	REMARKS
1.	DO YOU HAVE ANY RELATIVES WORKING IN WAKOMAS CHEMICAL SDN. BHD.? IF YES, KINDLY INDICATE THEIR NAMES & RELATIONSHIP.	<input type="checkbox"/>	<input type="checkbox"/>	
2.	ARE YOU PREPARED TO BE TRANSFERRED IF REQUIRED?	<input type="checkbox"/>	<input type="checkbox"/>	
3.	HAVE YOU BEEN SUFFERING OR SUFFERED FROM ANY ILLNESS?	<input type="checkbox"/>	<input type="checkbox"/>	
4.	HAVE YOU BEEN CHARGED/CONVICTED OF ANY CRIMINAL OFFENCE?	<input type="checkbox"/>	<input type="checkbox"/>	
5.	HAVE YOU EVER BEEN SUED OR DECLARED BANKRUPT BY ANY FINANCIAL INSTITUTE?	<input type="checkbox"/>	<input type="checkbox"/>	
6.	DO YOU POSSESS ANY FORM OF TRANSPORTATION?	<input type="checkbox"/>	<input type="checkbox"/>	
7.	ARE YOU PREGNANT AT THE MOMENT?	<input type="checkbox"/>	<input type="checkbox"/>	

I HEREBY DECLARE THAT ALL INFORMATION STATED ARE TRUE AND SHALL BE DISMISSED ACCORDINGLY IF ANY OF THE INFORMATION ARE PROVEN UNTRUE.

SIGNATURE: .....

DATE: .....



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**FOR OFFICE USE ONLY**

INITIAL INTERVIEW			FINAL INTERVIEW		
INTERVIEWED BY	1.		INTERVIEWED BY	1.	
	2.			2.	
	3.			3.	
RECOMMENDATION	<input type="checkbox"/>	SHORTLISTED	RECOMMENDATION	<input type="checkbox"/>	SHORTLISTED
	<input type="checkbox"/>	KIV		<input type="checkbox"/>	KIV
	<input type="checkbox"/>	REJECT		<input type="checkbox"/>	REJECT
POSITION OFFERED	:		ADD REMARKS	:	

INTERVIEWER CONFIRMATION

.....

NAME

DATE

INTERVIEWER CONFIRMATION

.....

NAME

DATE

APPROVED BY MANAGEMENT

.....

NAME

DATE