

STEP FURNITURE MANUFACTURER SDN BHD
JOB APPLICATION FORM

Photograph

POST APPLIED
(Jawatan Dipohon)

(A) PERSONAL PARTICULARS

NAME : _____

I/C NO. (OLD) : _____ EPF NO. : _____

(NEW) : _____ SOCSO NO. : _____

DATE OF BIRTH : _____ INCOME TAX NO. : _____

PLACE OF BIRTH : _____ INCOME TAX BRANCH : _____

SEX : _____ SPOUSE NAME : _____

NATIONALITY : _____ SPOUSE I/C NO. : _____

MARITAL STATUS : _____ OCCUPATION : _____

RELIGION : _____ EMPLOYER NAME : _____

CONTACT NO.(Office) : _____ (Residence) _____ (Handphone) _____

ADDRESS : _____

: _____

: _____

PERMANENT ADDRESS : _____

: _____

: _____

(B) FAMILY BACKGROUND

NAME	SEX	AGE	RELATIONSHIP

(C) EDUCATION BACKGROUND

YEAR	SCHOOL / COLLEGE / UNIVERSITY	ACHIEVEMENT

(D) EMPLOYMENT HISTORY

YEAR	COMPANY NAME	POSITION HELD	SALARY	REASON FOR LEAVING

(E) LANGUAGE ABILITY

LANGUAGE ABILITY	SPOKEN			WRITTEN		
	<i>Fair</i>	<i>Good</i>	<i>Excellent</i>	<i>Fair</i>	<i>Good</i>	<i>Excellent</i>
<i>Type of language</i>						

(F) SALARY

EXPECTED SALARY		NOTICE REQUIRED	
-----------------	--	-----------------	--

(G) REFEREE

REFEREE	REFEREE 1	REFEREE 2
NAME		
POSITION		
COMPANY NAME		
CONTACT NO.		

(H) OTHERS

Person to notify in case of emergency:-

NAME	RELATIONSHIP	ADDRESS	CONTACT NO.

(I) DECLARATION

I, hereby declared that the above informations are correct to the best of my knowledge, and shall hold myself liable for disciplinary action, including dismissal, should the informations found to be false.

Signature of applicant

Date

FOR OFFICE USE

INTERVIEW EVALUATION (20% each)

ITEM	DESCRIPTION	1ST INTERVIEWER	2ND INTERVIEWER
1	Grooming and general appearance.		
2	Manner		
3	Language ability (English)		
4	Understanding of job requirements/expectations		
5	Working experience adequate to job apply.		
	Total		

COMMENTS

1st Interviewer		
Hired		
KIV		
Rejected		
2nd Interviewer		
Hired		
KIV		
Rejected		

RECOMMENDATION

Position	
Salary	
Commencement Date	

RECOMMENDATION

1st Interviewer	
2nd Interviewer	

APPROVAL

Director	
Date Approved	