

## Employment Application

Position Applied:

 Earliest Availability  
To Start Work:

### Application Information

Name in English:

Expected Salary:

Identification No.:

Address :

Home Phone No.:

Mobile No.:

Date of Birth:

Nationality :

### Education Background

Period (MM/YY) -(MM/YY)	Institute / Course Name	Qualification Level
/ - /		
/ - /		
/ - /		
/ - /		

### Previous Employment Information

Period (MM/YY) - (MM/YY)	Company Name	Position	Reason of Leaving
/ - /			
/ - /			
/ - /			
/ - /			

### Information for Emergency Contact

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Correspondence Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Relationship: \_\_\_\_\_

Home: \_\_\_\_\_

Office: \_\_\_\_\_

Mobile: \_\_\_\_\_

## Others

- (1) Have you ever been convicted of a criminal offense? (If yes, state date & provide description of Offence and Sentence) ( Y / N )
- (2) Have you ever been subject to a bankruptcy petition or declared bankrupt? (If yes, state Effective Date and Current status) ( Y / N )
- (3) Are you an Executive / Non-executive Director of a company (ies)? ( Y / N )
- (4) Have you ever been subject to a litigation suit? (If yes, state Date and provide description of Litigation Suit) ( Y / N )
- (5) Have you ever accepted civil liability for fraud or misrepresentation? (If yes, state Date and provide description of civil liability) ( Y / N )
- (6) Do you have any delinquent credit cards / loan accounts? (If yes, state Date such credit cards / loan accounts went delinquent, Bank Name of the credit cards / loan accounts, and Total Outstanding Amount) ( Y / N )
- (7) Are you an Employee / Freelancer of Datail's competitors including Payroll Outsourcing, Recruitment, Staffing and Payroll Software businesses? ( Y / N )

The personal data collected in this application form will be used by Admin Outsourcing Sdn Bhd to assess your suitability to assume the job duties of the position for which you have applied for. It is our policy to retain the personal data of unsuccessful applicants for future recruitment purposes for a period of two years. When there are vacancies in our subsidiary or associate companies during that period, we may transfer your application to them for consideration of employment.

Under the Privacy Act, you have a right to request access to, and to request correction of, your personal data in relation to your application. If you wish to exercise these rights, please address your request to our HR Manager at 'Penthouse (Level 27), Centrepont South, The Boulevard, Mid Valley City, Lingkaran Syed Putra, 59200 Kuala Lumpur'

Acceptance:

I hereby affirm that my answer to the above question are true and correct, and that I have not knowingly withheld any fact of circumstance which would, if disclosed, effect my application unfavorable.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date