

Position applied:	Location applied: Peninsular Malaysia			
Notice required:				
_____ months, from    /    /    (dd/mm/yy) to    /    /    (dd/mm/yy)				
<b>PERSONAL PARTICULARS</b>				
Name (in full): <i>(Please print in block letters)</i>				
Current address: _____ _____ _____ _____	Permanent address: <input type="checkbox"/> Same as current address _____ _____ _____ _____			
Photo				
Tel: _____ (Mobile)	Email: _____			
Tel: _____ (House)	Date of birth: _____ (dd / mm / yyyy)			
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Age: _____			
Marital status: _____	NRIC no:                      -                      -			
Membership in any professional body (MICPA/ACCA etc): _____				
<b>PROFESSIONAL QUALIFICATIONS</b>				
Completed	In Progress	Number of papers left		
<b>ACADEMIC QUALIFICATIONS</b>				
Year	Name of College / University	City	Major	CGPA
From	To			
Other courses pursued:				
Year	Name of Secondary School	City	Subjects	
From	To		Strength	Weakness
STPM Results				
SPM Results    ___ A    ___ B    ___ C    ___ D    ___ E    ___ F				
English		Malay		
Mathematics		Additional Mathematics		

**EXTRACURRICULAR ACHIEVEMENTS**

Year		Name of School / College / University	Major responsibilities and contributions
From	To		

Hobbies / Interests:

**LANGUAGE ABILITY [√]**

Language	Written			Spoken		
	Everyday	Often	Seldom	Everyday	Often	Seldom
<input type="checkbox"/> English	<input type="checkbox"/>					
<input type="checkbox"/> Bahasa Malaysia	<input type="checkbox"/>					
<input type="checkbox"/> Mandarin	<input type="checkbox"/>					
<input type="checkbox"/> Others - Specify _____	<input type="checkbox"/>					

Most of your reading materials are in:  English  Malay  Chinese  Others:

**COMPUTER / IT SKILLS [√]**

Microsoft Office	Level			
	Basic	Intermediate	Advanced	Expert
<input type="checkbox"/> Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Others - Specify _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other software/ computer applications:	Level			
	Basic	Intermediate	Advanced	Expert

Project Management Software:

	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Non-Project Management Related Software:

	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EMPLOYMENT HISTORY					
Month/Year		Name of Company	Position	Salary	Reason for leaving
From	To				
/	/				
/	/				
/	/				
/	/				
/	/				
Experience and skills gained:					
Strengths:			Weaknesses:		
FAMILY BACKGROUND					
Father			Mother		
Name:			Name:		
Occupation:			Occupation:		
Name of employer:			Name of employer:		
Brothers / Sisters					
Name	Age	Occupation	Name of employer		
Spouse					
Name		Occupation	Name of employer		
Children					
Name	Age	Occupation	Name of employer / School		
STAFF REFERRAL PROGRAMME (if applicable)					
Referrer Name			Contact No.	Department	



**Others**

1.List your skills and abilities:

---

---

---

---

2.Describe how your skills and abilities can help build the firm:

---

---

---

---

3.Share your understanding about the job responsibility for the position you applied:

---

---

---

---

4.Share what you hope to achieve in 3 years time and how you plan to achieve it:

---

---

---

---

Current salary : \_\_\_\_\_

Expected Salary: \_\_\_\_\_

I solemnly declare that the above particulars are true and correct. If any information is found to be false or incorrect, I agree to any disciplinary action being taken against me by the Company.

-----  
Signature

-----  
Date