



Worldwide Magazine Services Sdn Bhd (1004259-U)
 No 8 & 10, 1st Floor Velodrom Business Centre
 Jalan Dataran Velodrom, 56100 Kuala Lumpur.
 Customer Service Line : 017-550 5850
 Tel : 03-9172 5555 Fax : 03-9173 7555
 Email : customer@wwmags.com.my

Please affix a recent passport size photo

EMPLOYMENT APPLICATION FORM

Position Applied For : _____

A. Personal Particulars

Full Name : _____

Age : _____ Sex : _____ Race : _____

NRIC No : _____ D.O.B : _____

Nationality : _____ Region : _____ Marital Status: _____

Contact No. : (H) _____ (H/P) _____ (O) _____

Address : _____

KWSP No. : _____ Income Tax No : _____ SOCSO No : _____

Emergency Name : _____ Relationship : _____
 Contact Tel No : _____

B. Family Background

	Name	Address	Contact No
Father's			
Mother's			
Spouse's			
Children	1 .	3 .	
	2 .	4 .	

C. Education Background

Schools / Institution / University	Year	Highest Qualification Achieved

D. Language And Dialects

	English		Bahasa Malaysia		Mandarin	
	Spoken	Written	Spoken	Written	Spoken	Written
Excellent						
Fair						
Poor						

Others (please specify) : _____

E. Computer Knowledge

	MS Word	MS Excel	Power Point	UBS	Autocount
Excellent					
Fair					
Poor					

Others (please specify) : _____

F. Personality

1. Interest / Hobby : _____

2. Aims / Ambitions : _____

G. Working Experience

Name of Firm	Position	Employment Date	Salary

Brief Job Description : _____

Reason For Leaving : _____

Name of Firm	Position	Employment Date	Salary

Brief Job Description : _____

Reason For Leaving : _____

Name of Firm	Position	Employment Date	Salary

Brief Job Description : _____

Reason For Leaving : _____

Name of Firm	Position	Employment Date	Salary

Brief Job Description : _____

Reason For Leaving : _____

H. Miscellaneous

	Yes	No
1. Do you suffer from any disabilities ? (Physical / Mental / Since Birth) <i>If Yes, please specify :</i> _____		
2. Have your any immediate family members / relatives / friends working in this company ? <i>If Yes, please specify :</i> _____		
3. Have you even been convicted of any crime cases / illegal cases / bankruptcy ? <i>If Yes, please specify :</i> _____		
4. Have you even been discharged or disciplined by an employer for theft; harassment; retaliation; discrimination; disruptive behaviour ? <i>If Yes, please explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation.</i> _____		
5. Do you own any transport ? <i>If Yes, please specify :</i> _____		
6. Can you report to work immediate ? <i>Please specify the available date :</i> _____		

I. Personal References

Name	Firm	Position	Contact No
1.			
2.			

J. Salary

Last Drawn Salary	Expected Salary
RM	RM

K. Acknowledgement & Authorization

	I certify that all answers given herein are true and complete to the best of my knowledge.
	I authorize investigation of all statements contained in this application for employment as my be necessary in arriving at an employment decision.
	In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in an immediate termination of employment.

Applicant's Name

Date

For Human Resource Department Use Only

<u>Comments</u>			
Appearance	:	_____	
Communication	:	_____	
Body Language	:	_____	
Personality	:	_____	
Others	:	_____	
 <u>Remarks</u>			
<input type="checkbox"/>	Success	<input type="checkbox"/>	Failed
<input type="checkbox"/>	KIV	<input type="checkbox"/>	Others
 Interview By		 Date / Time	
_____ Name		_____	