



فيلساين ايكسيلتيك سنديرين برحد  
Exceltech Solutions Sdn. Bhd.

## EXCELTECH SOLUTIONS SDN BHD

NAME:

## EMPLOYMENT APPLICATION

At EXCELTECH SOLUTIONS SDN BHD, we recognise that we are strengthened by diversity. We are committed to providing a work environment in which everyone is included, treated fairly and with respect. We are an Equal Opportunity employer and we encourage applications from women and Indigenous people. .

## 1. PERSONAL

|  |              |  |         |                      |
|--|--------------|--|---------|----------------------|
| Name:  |              | Chinese Characters if applicable   |         | Photo                |
| Other Name(s) used   |              | Home Telephone #<br>(       )  |         |                      |
| Address  |              | Mobile Phone/ Pager #<br>(       )   |         |                      |
| Position Applied For   |              | Referred By  |         | Salary Desired (B\$) |
| Nationality  | Age          | Date of Birth  | I/C No. |                      |
| Next Of Kin  | Relationship | Address & Telephone # (if different from above)  |         |                      |
| Valid Driving License #  | Class        | Marital Status<br><input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Seperated |         |                      |
| Have you ever interviewed with the Company before?<br><input type="checkbox"/> Yes <input type="checkbox"/> No |              | If yes, list date(s) & job title(s)  |         |                      |
| Do you have any relatives employed by the Company?<br><input type="checkbox"/> Yes <input type="checkbox"/> No |              | If yes, list name(s) relationship & job title(s)   |         |                      |

Particulars of immediate Family (Spouse, Children, Parents, Brothers or Sisters).

| Name | Relationship | Age | Occupation | Place of Occupation |
|------|--------------|-----|------------|---------------------|
|      |              |     |            |                     |
|      |              |     |            |                     |
|      |              |     |            |                     |
|      |              |     |            |                     |
|      |              |     |            |                     |

## 2. EDUCATION

Fill in Highest Grade Completed:                      Primary/Secondary School                      \_\_\_\_\_  
    College, Trade or Business                      \_\_\_\_\_  
    Graduate Studies    \_\_\_\_\_

Education Details (Please complete in order)

| Year Graduated | School/Institution/College/University | Highest Qualification |
|----------------|---------------------------------------|-----------------------|
|                |                                       |                       |
|                |                                       |                       |
|                |                                       |                       |
|                |                                       |                       |

List Any Professional Designations

Other Special Knowledge, Skill or Qualifications

Computer Skills (Hardware/Software)

**For Clerical Applicants Only:**

Do you type?     Yes     No    If yes, WPM: \_\_\_\_\_

### 3. EMPLOYMENT HISTORY

List all previous employment including temporary work, starting with most recent position. All information must be completed. You may attach a resume, but not in place of completing the required information.

|                           |                 |                           |                 |
|---------------------------|-----------------|---------------------------|-----------------|
| Employed From<br>/ /      | Employer Name   | Job Title                 | Starting Salary |
| Employed Until<br>/ /     | Supervisor Name | Office Telephone #<br>( ) | Ending Salary   |
| Employer Address          |                 | Reason for Leaving        |                 |
| Duties & Responsibilities |                 |                           |                 |

|                           |                 |                           |                 |
|---------------------------|-----------------|---------------------------|-----------------|
| Employed From<br>/ /      | Employer Name   | Job Title                 | Starting Salary |
| Employed Until<br>/ /     | Supervisor Name | Office Telephone #<br>( ) | Ending Salary   |
| Employer Address          |                 | Reason for Leaving        |                 |
| Duties & Responsibilities |                 |                           |                 |

|                           |                 |                           |                 |
|---------------------------|-----------------|---------------------------|-----------------|
| Employed From<br>/ /      | Employer Name   | Job Title                 | Starting Salary |
| Employed Until<br>/ /     | Supervisor Name | Office Telephone #<br>( ) | Ending Salary   |
| Employer Address          |                 | Reason for Leaving        |                 |
| Duties & Responsibilities |                 |                           |                 |

|                           |                 |                           |                 |
|---------------------------|-----------------|---------------------------|-----------------|
| Employed From<br>/ /      | Employer Name   | Job Title                 | Starting Salary |
| Employed Until<br>/ /     | Supervisor Name | Office Telephone #<br>( ) | Ending Salary   |
| Employer Address          |                 | Reason for Leaving        |                 |
| Duties & Responsibilities |                 |                           |                 |

#### 4. GENERAL

- |                          |                          |  |
|--------------------------|--------------------------|--|
| YES                      | NO                       |  |
| <input type="checkbox"/> | <input type="checkbox"/> | May we contact your current employer for references?   |
| <input type="checkbox"/> | <input type="checkbox"/> | If hired, will you be able to work overtime?   |
| <input type="checkbox"/> | <input type="checkbox"/> | If hired, will you be able to work offshore?   |
| <input type="checkbox"/> | <input type="checkbox"/> | If hired, will you be able to work overseas?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Will you be able to perform the essential job functions for the position you are applying for with or without reasonable accommodation?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever been convicted of a crime, excluding misdemeanors and summary offenses, which has not been annulled, expunged or sealed by court? (A "yes" response does not automatically disqualify your application.) |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have any past or current health/medical condition? If yes, please list down.<br>_____   |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have any previous surgery? If yes, please list down. _____  |

#### Language Proficiency

| Language | Spoken (Well/Fair/Poor) | Written (Well/Fair/Poor) | Understanding (Well/Fair/Poor) |
|----------|-------------------------|--------------------------|--------------------------------|
|          |                         |                          |                                |
|          |                         |                          |                                |
|          |                         |                          |                                |
|          |                         |                          |                                |
|          |                         |                          |                                |

#### 5. CERTIFICATION & AUTHORIZATION

The above information is true and correct. I understand that, in the event of my employment by the Company, I shall be subject to dismissal if any information that I have given in this application is false or misleading or if I have failed to give any information herein requested, regardless of the time elapsed after discovery.

I authorize the Company to inquire into my educational, professional and past employment history references as needed to research my qualifications for this positions. I hereby give my consent to any former employer to provide employment-related information about me to the Company and will hold the Company and my former employer harmless from any claim made on the basis that such information about me was provided or that any employment decision was made on the basis of such information.

I understand that nothing in this employment application, the granting of an interview or my subsequent employment with the Company is intended to create an employment contract between myself and the Company under which my employment could be terminated only for cause. On the contrary I understand and agree that, if hired, my employment will be terminable at will and may be terminated by me or the Company at any time and for any reason. I understand that no person has any authority to enter into any agreement contrary to the foregoing.

If employed, I will be required to provide original documents which verify my identity.

I hereby acknowledge that I have read and agree to the above statements.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date