



فيلساين ايكسيلتيك سولوشنز
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 # ()		
Address		Mobile Phone/ Pager # ()		
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 ☐ Single ☐ Married ☐ Widowed ☐ Divorced ☐ Separated		
Have you ever interviewed with the Company before? ☐ Yes ☐ No		If yes, list date(s) & job title(s)		
Do you have any relatives employed by the Company? ☐ Yes ☐ 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

Education Details (Please complete in order).

Year Graduated	School/Institution/College/University	Highest Qualification Obtained (Grade/Degree)

Any Others (Professional Qualification, Computer Skills, etc).

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 / /	Employer Name	Job Title	Starting Salary
Employed Until / /	Supervisor Name	Office Telephone # ()	Ending Salary
Employer Address		Reason for Leaving	
Duties & Responsibilities			

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Duties & Responsibilities			

4. GENERAL

YES NO

- ☐ ☐ If hired, will you be able to work offshore?
- ☐ ☐ If hired, will you be able to work overseas?
- ☐ ☐ Will you be able to perform the essential job functions for the position you are applying for with or without reasonable accommodation?
- ☐ ☐ 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).
- ☐ ☐ Do you have any past or current health/medical condition? If yes, please list down. _____
- ☐ ☐ Do you have any previous surgery? If yes, please list down. _____
- ☐ ☐ Are you currently taking any regular or long term medication prescribed by a medical practitioner. 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 the Company to conduct Employment reference and background checks with my current and former employers, as well as other relevant parties, for the purpose of verifying employment history, job responsibilities, qualifications, work performance and other employment related information relevant to the recruitment process. This shall hold the Company, current and 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 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