

SUNLIGHT EMPLOYMENT APPLICATION FORM

POSITION APPLIED FOR: _____

A PERSONAL PARTICULARS

1. Full Name: Mr. / Mrs. / Miss* _____ Chinese Name: _____
(Block Letter)

2. Permanent Address: _____
_____ Tel No: _____

3

NRIC No.		NRIC Colour	
Date Of Birth / Age		Place of Birth	
Sex		Marital Statue	
Nationality		Race	
Religion		Income Tax No.	
E.P.F. No		Socso No	

4. Language - Spoken _____
- Written _____

5. Please give brief details of any illness of disabilities

6. Have you been convicted in any court of law? If so, please provide details

Delete whichever not applicable

B FAMILY BACKGROUND

If married please state below

Spouse's Name : _____ No of Children: _____
Spouse's Occupation: _____

Father's Name : _____
Father's Occupation: _____

Do you have any relative working in our Group? If so, please state name and occupation.

Name : _____ Occupation: _____
Company: _____

In case of emergency, notify:-

Name : _____ Tel No.: _____
Address: _____

C EDUCATION BACKGROUND

<i>SCHOOL / COLLEGE ATTENDED (School / Pre-Professional only)</i>			
<i>SCHOOL / COLLEGE</i>	<i>FROM</i>	<i>TO</i>	<i>HIGHEST LEVEL OBTAINED</i>
<i>TERTIARY / PROFESSIONAL QUALIFICATIONS</i>			
<i>COLLEGE / UNIVERSITY</i>	<i>FROM</i>	<i>TO</i>	<i>DIPLOMA / DEGREE</i>
<i>MEMBERSHIP OF PROFESSIONAL BODIES (if any)</i>			

Please attach your certificates

List office machines and other equipment which you are qualified to operate and have experience in:

Typing _____ Shorthand _____

Others _____

D EMPLOYMENT HISTORY

<i>NAME OF COMPANIES</i>	<i>FROM</i>	<i>TO</i>	<i>REASON FOR LEAVING</i>	<i>LAST DRAWN SALERY</i>	<i>POSITION HELD</i>

EXPECTED SALERY _____

PERIOD OF NOTICE REQUIRED _____

E PERSONAL REFERENCES

<i>NAME</i>	<i>ADDRESS</i>	<i>TEL NO.</i>	<i>OCCUPATION</i>	<i>YEARS KNOWN</i>

F ACTIVITIES

LIST CIVIL SCHOOL OR BUSINESS ACTIVITIES AND OFFICES HELD

G DECLARATION

I authorize investigation of all statements contained in this record of my qualification if I am considered for employment, i understand that a misrepresentation or omission of facts called for herein will be sufficient cause for cancellation of consideration for employment or dismissal from the Company's service if I have been employed.

Date: _____

Signature: _____

FOR OFFICE USE

Starting salary: _____ *Date commenced:* _____

Interviewed by: _____ *Reporting to :* _____