



### Other Relevant Skills

Indicate the level of proficiency of the languages, computing and mathematical skills you may use at work. You may also specify other relevant skills that you have.

Languages and Skills	Level Of Proficiency								
	Beginner			Intermediate			Advanced		
Ms Window	1	2	3	4	5	6	7	8	9
Ms Words	1	2	3	4	5	6	7	8	9
Ms Excel	1	2	3	4	5	6	7	8	9
Ms Access	1	2	3	4	5	6	7	8	9
Ms Power Point	1	2	3	4	5	6	7	8	9
Ms Outlook	1	2	3	4	5	6	7	8	9
English – written	1	2	3	4	5	6	7	8	9
English – spoken	1	2	3	4	5	6	7	8	9
Mandarin – written	1	2	3	4	5	6	7	8	9
Mandarin – spoken	1	2	3	4	5	6	7	8	9
Mandarin – han yu pin yin	1	2	3	4	5	6	7	8	9
Malay – written	1	2	3	4	5	6	7	8	9
Malay – spoken	1	2	3	4	5	6	7	8	9
Mathematics	1	2	3	4	5	6	7	8	9
AUTOCAD	1	2	3	4	5	6	7	8	9
	1	2	3	4	5	6	7	8	9
	1	2	3	4	5	6	7	8	9
	1	2	3	4	5	6	7	8	9
	1	2	3	4	5	6	7	8	9

### Employment History

Month / Year		Employer (present or most recent employer first)	Position	Salary	Reason For Leaving
From	To				

### Activities And Personal Interests

Give details of activities, interests or hobbies which you pursue and how you are involved, for example, sports, clubs, societies, voluntary organizations and so on.

Year	Description (with position held if any)

### References

Give details of at least two referees other than relatives.

Name	Contact No	Occupation	Address

**Emergency Contacts**

Give details of contact in the event of an emergency.

Name	Contact No	Relation	Address

**Medical History**

Please list any serious illness or operations during the past ten years.

Are you currently receiving any medication?

Do you have any disability? If yes, please specify.

**Criminal Convictions**

Do you have any criminal convictions? If yes, please specify.

**Financial Status**

Are you an undischarged bankrupt?

**Additional Information**

Expected monthly salary \_\_\_\_\_  
 How do you get to work? \_\_\_\_\_  
 Are you willing to travel when required? \_\_\_\_\_  
 If selected, when will you be able to begin work? \_\_\_\_\_

**Declaration**

I, \_\_\_\_\_ (full name) with NRIC No. / Passport No.: \_\_\_\_\_, hereby consent to the collection and processing of my Personal Data and Sensitive Personal Data as defined under the Personal Data Protection Act 2010 (“PDPA”) Section 7(1).

I hereby give consent to the Company to circulate my mobile contact number among employees to contact me on official / work related matter.

I hereby confirm that the information stated above is true and accurate. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am appointed.

Signature \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_

<b>For Office Use Only</b>	
Interviewer _____ Department _____  Salary offered _____ Commencement date _____ Probation period _____	
	Rating ( 1 – 10 )
<b>Appearance</b> - Physical characteristics (any defects of health or physique that may be of occupational importance), neatness style of dress	
<b>Manner</b> - Courtesy, manners and poise	
<b>Verbal Ability</b> - Fluency, clarity, volume and vocabulary	
<b>Authority</b> - Self-confidence, maturity of attitude and opinions, ability to convince and persuade, ability to defend arguments, leadership qualities	
<b>General Intelligence</b> - Analytical ability, quick-wittedness reasoning, constructive and logical thinking	
<b>Disposition</b> - Friendliness, adaptability, self-reliant, dependability, cooperativeness	
<b>Attainments</b> - Knowledge, education, training, previous experience	
<b>Special aptitudes</b> - eg. Facility in use or words, figures, drawing, music etc.	
<b>Total</b>	_____ 80
Remarks _____ _____ _____	
Approved / Rejected by	
Signature _____	
Name _____	
Position _____	
Department _____	
Excellent    91% – 100%	Above average    50% – 59%
Very Good    81% – 90%	Average    40% – 49%
Good    60% – 80%	Below average    0% – 39%