

HIRE / REJECT (OFFICE USE)			
COMMENTS / REMARKS			
1st INTERVIEWER: (NAME: _____)		2nd INTERVIEWER: (NAME: _____)	
DATE:	SIGNATURE:	DATE:	SIGNATURE:



GENERAL SYSTEM ENGINEERING SDN BHD
GSE-M TECHNOLOGY SDN BHD
 NO.28, JALAN AKASIA,
 KAWASAN PERINDUSTRIAN JENJAROM,
 42600 JENJAROM, SELANGOR DARUL EHSAN.
 TEL: 603-3385 2288 FAX: 603-5121 0788

APPLICATION FORM

PHOTO	POSITION APPLIED	LEVEL: JUNIOR / INTERMEDIATE / SENIOR / MANAGEMENT
	EXPECTED SALARY	
	CURRENT SALARY	
	DATE APPLY	
	EMPLOYMENT STATUS	EMPLOYED / UNEMPLOYED / FREELANCE / SELF-EMPLOYED
	ABLE TO START WORK ON / NOTICE PERIOD	
	INTERNSHIP PERIOD	

PERSONAL DETAILS

NAME	(ENG)	CONTACT NO.	(H)
	(CHINESE)		(M)
NRIC			(O)
DATE OF BIRTH		EMAIL ADDRESS	
PLACE OF BIRTH		RACE	
AGE		RELIGION	
SEX		EPF NO.	
CURRENT ADDRESS		SOC SO NO.	
		INCOME TAX NO.	
		DRIVING LICENSE	YES / NO
PERMANENT ADDRESS		IF YES, LICENSE TYPE	A / B / C / D / E / F / G / H / I
		CIDB GREEN CARD	YES / NO
		CARD OGSP	YES / NO
NATIONALITY		LICENSE FORKLIFT	YES / NO

PERSONAL HEALTH DETAILS

HEIGHT	WEIGHT	BMI	VISION	POOR / GOOD / EXCELLENT
(CM)	(KG)	(KG/M ²)	HEARING	POOR / GOOD / EXCELLENT
ALLERGIES?	YES / NO (IF YES, PLEASE DESCRIBE)		SMOKING	YES / NO
HAVE YOU BEEN HOSPITALIZED PREVIOUSLY?			YES / NO (REASON IF YES):	
ARE YOU CURRENTLY TAKING ANY MEDICATION?			YES / NO (IF YES, PLEASE DESCRIBE)	
FOR WORKPLACE SAFETY PURPOSES, PLEASE INDICATE IF YOU ARE CURRENTLY PREGNANT OR EXPECTING.			YES / NO / NOT APPLICABLE (IF YES, APPROX. HOW MANY WEEKS?)	
ANY MEDICAL CONDITIONS AFFECTING WORK?			YES / NO (IF YES, PLEASE DESCRIBE)	
ANY HISTORY OF WORKPLACE INJURY?			YES / NO (IF YES, PLEASE DESCRIBE)	

EDUCATIONAL BACKGROUND

NAME OF	AT CITY / STATE / COUNTRY	MAJOR	STUDY LEVEL	GRADE	FM YEAR	TO YEAR	GRADUATION AGE
PRIMARY SCHOOL							
SECONDARY SCHOOL							
PRE-U							
UNIVERSITY / COLLEGE / INSTITUTE ETC.							
POST GRADUATE							

OTHER SKILLS ON RELEVANT JOB

DESCRIPTION	DATE ATTENDED	PURPOSE
SKILLS TRAINING ATTENDED		
COURSES & WORKSHOP		
OTHERS (PLEASE STATE)		

ADDITIONAL ATTRIBUTES

LANGUAGE PROFICIENCY

0=N.A; 1=POOR; 2=BELOW AVERAGE; 3=AVERAGE; 4=GOOD; 5= EXCELLENT

LANGUAGE	WRITING	SPEAKING
BAHASA MALAYSIA		
ENGLISH		
MANDARIN		
TAMIL		
OTHERS, INCLUDES DIALECT:		

SKILLS (FILL IN IF RELEVANT)

0=N.A; 1=POOR; 2=BELOW AVERAGE; 3=AVERAGE; 4=GOOD; 5= EXCELLENT

CLERICAL	PRODUCTION	ENGINEERING	MANAGERIAL	OTHERS (PLEASE STATE)
WORD ()	WELDING ()	SOLIDWORKS ()	YEARS OF EXPERIENCE:	()
EXCEL ()	SHEARING ()	AutoCAD ()		()
POWER POINT ()	BENDING ()	PLC Programming ()		()
FILING ()	PAINTING ()	()		()
()	CNC MACHINE ()	()		()

FAMILY INFORMATION (SECOND INTERVIEW)

CANDIDATES WHO ARE INVITED TO ATTEND THE SECOND INTERVIEW ARE KINDLY REQUESTED TO PREPARE AND PROVIDE BASIC INFORMATION OF THEIR IMMEDIATE FAMILY MEMBERS DURING THE INTERVIEW SESSION.

THIS INCLUDES DETAILS OF PARENTS AND SPOUSE (IF APPLICABLE) SUCH AS NAME, OCCUPATION, AND EMPLOYER/BUSINESS (IF ANY). THE INFORMATION IS REQUIRED FOR ADMINISTRATIVE REFERENCE, EMERGENCY CONTACT PURPOSES, AND TO ENSURE THERE IS NO POTENTIAL CONFLICT OF INTEREST WITH THE COMPANY'S BUSINESS ACTIVITIES.

CANDIDATES ARE ALSO REQUESTED TO BRING SUPPORTING DOCUMENTS FOR VERIFICATION, SUCH AS:

- IDENTIFICATION CARD (MYKAD/PASSPORT)
- CERTIFICATE
- MARRIAGE CERTIFICATE (IF APPLICABLE)

IN ADDITION, CANDIDATES WILL BE REQUIRED TO DECLARE WHETHER ANY IMMEDIATE FAMILY MEMBERS ARE EMPLOYED BY, OR HAVE BUSINESS INTERESTS WITH, COMPANIES THAT SUPPLY TO, COMPETE WITH, OR CONDUCT BUSINESS WITH OUR COMPANY.

ALL INFORMATION PROVIDED WILL BE TREATED AS CONFIDENTIAL AND USED FOR INTERNAL HR EVALUATION ONLY.

FATHER'S DETAILS (IF APPLICABLE) PLEASE SELECT AS APPLICABLE

NAME		CONTACT NO.	(M)
NATIONALITY		OCCUPATION	(O)

MOTHER'S DETAILS (IF APPLICABLE) PLEASE SELECT AS APPLICABLE

NAME		CONTACT NO.	(M)
NATIONALITY		OCCUPATION	(O)

TOTAL SIBLINGS: _____

YOU ARE CHILD NO.: ONLY/ 1ST/ 2ND/ 3RD/ 4TH/ 5TH/ LAST CHILD

MARITAL STATUS: SINGLE / MARRIED / DIVORCED / WIDOWED

SPOUSE DETAILS (IF APPLICABLE)

NAME		CONTACT NO.	(M)
NRIC			(O)
RACE		OCCUPATION	

CHILDREN DETAILS (IF APPLICABLE)

NAME	SEX	DATE OF BIRTH	AGE	OCCUPATION

PRACTICAL & WORKING EXPERIENCE

1= LATEST EMPLOYMENT, 6= OLDEST EMPLOYMENT

NAME OF COMPANY	POSITION	START SALARY	LAST SALARY	FROM (DD/MM/YY)	TO (DD/MM/YY)	REASON FOR LEAVING	IMMEDIATE SUPERIOR (NAME, POSITION & HP)
1.							
2.							
3.							
4.							
5.							
6.							

QUESTIONNAIRES:

1. What hobbies or activities do you participate in?

2. What is your primary mode of transportation to work?

3. Are you willing to travel or relocate if necessary?

4. How did you learn about General System Engineering?

5. Do you have any relatives or friends currently working or previously employed at this company?

6. What factors made you consider to applying to our company?

7. How do you believe your skills and experience can contribute to the company?

8. What factors would motivate you to continue working with the company long term?

9. Are you willing to work overtime if required?

10. Have you received any she (safety/health/environment) related awareness training?

11. Have you participated in any ISO-9001 audit activities?

DOCUMENTATION:

THE FOLLOWING DOCUMENTS MUST BE PROVIDED WITH THE APPLICATION WHERE APPLICABLE:

- COPY OF NRIC / MYKAD / PASSPORT
- PASSPORT SIZE PHOTO
- HIGHEST COMPLETED EDUCATION CERTIFICATE
- ACADEMIC TRANSCRIPTS
- TRAINING & CERTIFICATION DOCUMENTS
- WORK REFERENCES / RECOMMENDATION LETTERS
- LATEST PAYSリップ
- WORK PERMIT / VISA (NON-MALAYSIAN APPLICANTS)
- PORTFOLIO

IN CASE OF EMERGENCY:

CONTACT PERSON	
RELATIONSHIP	
CONTACT NO.	(M) (H) (O)
ADDRESS	

DECLARATION:

I HEREBY DECLARE THAT THE INFORMATION PROVIDED IN THIS APPLICATION FORM IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ANY FALSE OR MISLEADING INFORMATION MAY AFFECT MY EMPLOYMENT WITH THE COMPANY.

- I HAVE NO UNDISCLOSED CRIMINAL CONVICTIONS (IF ANY, DETAILS TO BE PROVIDED SEPARATELY).
- I HAVE NO CONFLICT OF INTEREST THAT WOULD AFFECT MY EMPLOYMENT.
- I AGREE TO COMPLY WITH THE COMPANY'S CODE OF CONDUCT AND ALL APPLICABLE POLICIES AND PROCEDURES.

PERSONAL DATA CONSENT (PDPA)

- I CONSENT TO THE COMPANY COLLECTING AND PROCESSING MY PERSONAL DATA FOR RECRUITMENT PURPOSES, INCLUDING RETENTION FOR FUTURE OPPORTUNITIES (IF APPLICABLE).

BACKGROUND CHECK

- I CONSENT TO THE COMPANY VERIFYING THE INFORMATION PROVIDED IN THIS FORM, INCLUDING EMPLOYMENT HISTORY, QUALIFICATIONS, AND CRIMINAL RECORD, AS PART OF THE PRE-EMPLOYMENT SCREENING PROCESS

APPLICANT'S SIGNATURE

DATE

FOR OFFICE USE ONLY

EMPLOYMENT CHECKLIST				
EMPLOYEE ID:		EMPLOYEE NAME:		
N O.	DESCRIPTION	STAFF RECORD	HR RECORD	REMARKS
1	NRIC (1 COPY)			
2	PASSPORT SIZE PHOTO (1 COPY) – IF ANY			
3	LATEST PAYSリップ (1 COPY) - IF ANY			
4	BANK DETAILS WITH SUPPORTING (1 COPY)			
5	APPOINTMENT LETTER			HR05-APL
6	JOB DESCRIPTION			HR03-JBD
7	TERMS & CONDITION / HANDBOOK			HR07-TNC
8	WORKSHOP / OFFICE REGULATION			HR13-WSR
9	NON-DISCLOSURE AGREEMENT (NDA)			HR11-NDA
10				
11				
12				
13				
REMARKS:				
PREPARED BY				
VERIFIED BY				