



Position applied: _____ Location applied: _____

Notice required: _____ month(s)

To apply for internship, kindly state your availability:
 _____ months, from _____ / _____ / _____ (dd/mm/yy) to _____ / _____ / _____ (dd/mm/yy)

PERSONAL PARTICULARS

Name (in full): <i>(Please print in block letters)</i>		Photo
Current address:	Permanent address: Same as current address	
_____	_____	
_____	_____	

Tel: _____ (Mobile) Email: _____

Tel: _____ (House) Date of birth: _____ (dd / mm / yyyy)

Sex: Male Female Age: _____

Marital status: _____ NRIC no: _____ - _____

Membership in any association: _____

PROFESSIONAL QUALIFICATIONS

Completed	In Progress	Number of papers left

ACADEMIC QUALIFICATIONS

mm/yy		Name of College / University	City	Degrees / Certificates	CGPA
From	To				

NOTE: To apply for internship, kindly state your current CGPA.

mm/yy		Name of Secondary School	City	Subjects	
From	To			Strength	Weakness

UEC Results	_____	STPM Results	_____
SPM Results	_____ A _____ B _____ C _____ D _____ E _____ F		

English	_____	Malay	_____
Mathematics	_____	Additional Mathematics	_____
Science	_____	Principles of Accounting	_____



EXTRACURRICULAR ACHIEVEMENTS

mm/yy		Club/Society/Others	Major responsibilities and contributions
From	To		

Hobbies / Interests:

EMPLOYMENT HISTORY

mm/yy		Name of Company	Position	Salary	Reason for leaving
From	To				

Experience and skills gained:

Strengths:

Weaknesses:

LANGUAGE ABILITY [√]

Language	Written			Spoken		
	Everyday	Often	Seldom	Everyday	Often	Seldom
<input type="checkbox"/> English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Malay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Mandarin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Others:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Most of your reading materials are in: English Malay Chinese Others:

Name of the book(s) that you read recently:



FAMILY BACKGROUND			
Father		Mother	
Name:		Name:	
Occupation:		Occupation:	
Name of employer:		Name of employer:	
Brothers / Sisters			
Name	Age	Occupation	Name of employer
Spouse			
Name	Occupation	Name of employer	
Children			
Name	Age	Occupation	Name of employer / School
NATIONAL SERVICE			
<p>Have you been called for National Service (Khidmat Negara)?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes (1) If you have participated in the National Service Programme, kindly state the duration: from _____(mm / yyyy) to _____(mm / yyyy)</p> <p>(2) If you have deferred the National Service Programme, kindly state your reason(s) for deferring:</p>			
STAFF REFERRAL (if applicable)			
Referrer Name	Contact No.	Department	



Others

1. List your skills and abilities:

2. Describe how your skills and abilities can help build the firm:

3. Share your understanding about the job responsibility for the position you applied:

4. Share what you hope to achieve in 3 years time and how you plan to achieve it:

My current salary is _____ and my expected salary is _____

I solemnly declare that the above particulars are true and correct. If any information is found to be false or incorrect, I agree to any disciplinary action being taken against me by the Company.

Signature

Date