



TRAC-WHEELS (M) SDN. BHD.



CERTIFIED TO OHSAS 18001:2007
CERT.NO.: SR 0809

Employment Application Form

Borang Permohonan Pekerjaan

IMPORTANT – All columns must be filled. Please insert “Nil” or “N/A” if not applicable
PENTING – Semua ruang mestilah diisi. Sila isi “Tiada” atau “Tidak” pada yang tidak berkenan

PASSPORT
SIZE
PHOTO

1. POSITION APPLIED FOR *Jawatan Yang Dipohon*

2. PERSONAL PARTICULARS *Butir-butir Peribadi*

Name in Full (In Block Capital) *Nama Penuh (Huruf Besar)*

Permanent Home Address *Alamat Tetap Tempat Tinggal*

Telephone Contact *Telefon*

Email *Emel*

Date of Birth <i>Tarikh Lahir</i>	Place of Birth <i>Tempat Lahir</i>	Age <i>Umur</i>
Race <i>Bangsa</i>	Sex <i>Jantina</i>	Religion <i>Agama</i>
Marital Status <i>Taraf Perkahwinan</i>	Nationality <i>Kewarganegaraan</i>	
IC No: <i>No Kad Pengenalan</i>	Passport No: <i>No Pasport</i>	
Bank's Name: <i>Nama Bank</i>	Bank Account No: <i>No Akaun Bank.</i>	
EPF Membership No: <i>No KWSP</i>	Income Tax No: <i>No Cukai Pendapatan</i>	
Language <i>Bahasa</i>	Spoken <i>Bertutur</i>	
	Written <i>Tulisan</i>	
Are you a smoker?	Yes <i>Ya</i> No <i>Tidak</i>	If yes how many a day? <i>Kalau ya, berapa batang sehari?</i>
Do you consume liquor or alcohol?	Yes <i>Ya</i> No <i>Tidak</i>	a) Social d) Frequent f) Alcoholic b) Occasional e) Very Frequent

3. Family Background *Latar Belakang Keluarga*

Spouse Name *Nama Suami/Isteri*

Age *Umur*

Occupation *Pekerjaan*

Childrens' Name <i>Nama anak-anak</i>	Sex <i>Jantina</i>	Age <i>Umur</i>

4. Academic Qualifications *Kelulusan akademik*

University/College/School <i>University/Kolej/Sekolah</i>	Year <i>Tahun</i>	Qualification attained <i>Kelulusan yang dicapai</i>
Any other academic details (e.g. professional courses etc.) <i>Lain-lain maklumat akademik (seperti kursus-kursus ikhtisas, dsb)</i>		
Vocational/Commerce/Computer <i>Kursus kemahiran – (Perdagangan/komputer/. dsb)</i>	Degree, Diploma, Certificate <i>Sarjana, Dip., Sijil</i>	Name of Institution <i>Nama institusi</i>

5. Working Experience *Pengalaman Bekerja*

Period <i>Tempoh</i>	Previous and Present Employer <i>Majikan dahulu dan/atau sekarang</i>	Position Held <i>Jawatan disandang</i>	Income <i>Gaji</i>	Reasons for Leaving <i>Sebab-sebab meninggalkan pekerjaan</i>
Relevant courses, seminars and training attended. Please give details. <i>Kursus/seminar/latihan yang pernah dihadipi. Sila beri keterangan lanjut.</i>				

6. Others *Lain Lain*

Do you have any relative(s) or friend(s) working with the Company or her associate companies? If Yes please state name. <i>Adakah anda mempunyai saudara-mara atau kawan yang bekerja di syarikat ini atau syarikat bersekutunya? Kalau Ya, sila nyatakan nama.</i>	Do you or your family member(s) have any criminal record? If so, please provide details. <i>Adakah anda antara ahli keluarga anda mempunyai rekod jenayah? Jika ada, sila berikan keterangan lanjut.</i>
Are you a Bankrupt or is there currently any Bankruptcy proceeding against you? <i>Adakah anda seorang Muflis atau dalam proses dikenakan tindakan muflis?</i>	Have you obtained any loans from "Ah Long's" and is still furnishing the said loans? <i>Pernahkah anda mendapatkan kemudahan pinjaman dari "Ah Long" dan masih dalam proses membayar balik pinjaman tersebut?</i>

7. The Job *Pekerjaan*

Please state expected salary. <i>Sila nyatakan kadar gaji yang hendak pohon.</i>
If successful, how early can you commence. <i>Jika berjaya, bila anda boleh mula bekerja?</i>
Would you be willing to accept any other position or type of work which may be offered to you? <i>Adakah anda bersedia untuk menerima jawatan atau jenis pekerjaan lain yang mungkin di tawarkan kepada anda?</i>
Would you be willing to relocate in any part of Malaysia? <i>Adakah anda bersedia berkhidmat di tempat lain di dalam Malaysia?</i>

I understand that all information provided is **TRUE**. If it is to be proven otherwise even after employment, the company reserves the right to terminate my employment immediately.

*Saya mengesahkan bahawa semua maklumat diberi adalah **BENAR**. Jikalau dapat dibuktikan sebaliknya walaupun setelah mendapat pekerjaan, pihak syarikat mempunyai hak untuk memberhentikan saya dengan serta merta.*

Signature of Applicant *Tandatangan Pemohon*

Date *Tarikh*

Checklist for documents submitted with application:

- 1. Copy of IC
- 2. Copy of driving license (where applicable)
- 3. Certificates (list down below)

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- 4. Other documents (list down below)

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Name of Officer
Designation
Date

Employment effective from:
Probationary period:
Salary Structure:
Others: