

Tanah Sutera Development Sdn. Bhd.  
 Registration No.: 199001005713 (197281-A)  
 No. 2 Jalan Sutera Merah 2, Taman Sutera, 81200 Johor Bahru, Johor  
 Tel: +607 289 9009, Fax: +607 289 9119, Email: [tsutera@tanahsutera.com](mailto:tsutera@tanahsutera.com)  
 Website: [www.tanahsutera.com](http://www.tanahsutera.com)

## APPLICATION FOR EMPLOYMENT

Recent Passport size photo

### PERSONAL *(Butiran Peribadi)*

- Position or type of work desired: \_\_\_\_\_  
*Jenis Pekerjaan diminta*  
  
 How did you hear about us / vacancy : \_\_\_\_\_  
*Bagaimana anda mendengar tentang kami / jawatan kosong*
- Name in full : Mr/ Mrs/ Mdm/ Miss: \_\_\_\_\_  
*Nama Penuh (HURUF BESAR) (IN BLOCK LETTERS)*  
  
 Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_ Gender: M / F  
*Umur Tarikh Lahir Tempat Lahir Jantina*
- Present Address *Alamat Surat Menyurat*: \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone No.: \_\_\_\_\_ Mobile No.: \_\_\_\_\_ Email Address: \_\_\_\_\_
- Citizenship *Kewarganegaraan*: \_\_\_\_\_ Race *Bangsa*: \_\_\_\_\_ Religion *Agama*: \_\_\_\_\_  
 Citizenship Cert. No.: \_\_\_\_\_ N.R.I.C. No.: \_\_\_\_\_ Colour: \_\_\_\_\_
- EPF No.: \_\_\_\_\_ Income Tax No.: \_\_\_\_\_  
 RHB BANK A/C NO. (if any): \_\_\_\_\_

### SKILLS *(Kemahiran)*

6. State skills <i>Menyatakan kemahiran:</i>	Level of Proficiency 1 to 10 <i>Tahap kecekapan:</i>
Language Spoken <i>Pertuturan Bahasa:</i>	
Language Written <i>Bahasa Penulisan:</i>	

<b>6. State skills</b> <i>Menyatakan kemahiran:</i>	<b>Basic / Intermediate / Advance</b> <i>Tahap kecekapan: Asas / Pertengahan / Tinggi</i>
Software <i>Perisian:</i>	
Application / Other Skills <i>Aplikasi / Kemahiran lain:</i>	

### **FAMILY DETAILS** *(Butiran Keluarga)*

7. Marital Status *Taraf Perkahwinan:* Single / Married / Widowed / Divorced

No. of Children (if any) *Bilangan anak:* \_\_\_\_\_ Male \_\_\_\_\_ Age \_\_\_\_\_ Female \_\_\_\_\_ Age \_\_\_\_\_

\* If you are a married women, are you now pregnant? Yes / No If Yes, \_\_\_\_\_ month pregnant. *Bagi perempuan berumahtangga, adakah anda hamil? Jika Ya, Berapa bulan?*

Date of Marriage: \_\_\_\_\_ Spouse Name: \_\_\_\_\_  
*Tarikh Nikah Nama Suami/ Isteri*

NRIC No.: \_\_\_\_\_ Spouse Occupation: \_\_\_\_\_

Tel No.: \_\_\_\_\_ *Pekerjaan Suami/ Isteri*

8. Father's Name *Nama Bapa:* \_\_\_\_\_

Father's Occupation *Pekerjaan Bapa:* \_\_\_\_\_ Tel No.: \_\_\_\_\_

Mother's Name *Nama Ibu:* \_\_\_\_\_

Mother's Occupation *Pekerjaan Ibu:* \_\_\_\_\_ Tel No.: \_\_\_\_\_

9. No. of Brothers: \_\_\_\_\_ Number's working: \_\_\_\_\_  
*Bilangan Adik-beradik lelaki Bilangan bekerja*

No. of Sisters: \_\_\_\_\_ Number's working: \_\_\_\_\_  
*Bilangan Adik-beradik perempuan Bilangan bekerja*

### **HEALTH** *(Kesihatan)*

10. Height *Tinggi:* \_\_\_\_\_ Weight *Berat:* \_\_\_\_\_

11. Have you been or are you suffering from any disease or medical condition or physical impairment that may prevent you from performing your job? If yes, please give details. *Adakah anda pernah atau sedang menghidap sebarang penyakit, keadaan perubatan atau gangguan fizikal yang mungkin menghalang anda melaksanakan tugas anda? Jika ada, sila bagi maklumat.*

### **EDUCATION** *(Pendidikan)*

12. From – To (mm/yyyy)	Qualification obtained (Field of Study)	Institution	Overall Results (GPA)	Full Time / Part Time / Distance Learning

13. For Clerk/ Typist / Stenographer only  
 Typing Speed: \_\_\_\_\_ Shorthand Speed: \_\_\_\_\_ w.p.m.

(For 12 & 13 certified copies of Examination Certificate should be attached with this application. The originals should be produced when called for Interview).

**CURRENT EMPLOYMENT** (Pekerjaan Semasa)

14. Employer Nama Majikan sekarang: \_\_\_\_\_

Person to contact for Reference Check: \_\_\_\_\_ Tel No.: \_\_\_\_\_

Nama orang yang boleh dihubungi untuk rujukkan semakan

Position : \_\_\_\_\_ Date Appointed : \_\_\_\_\_

Jawatan Tarikh mula kerja

Salary Gaji: \_\_\_\_\_ Allowance if any Elaun jika ada: \_\_\_\_\_

Role description Penerangan peranan: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ Notice Period: \_\_\_\_\_

Sebab berhenti

Tempoh notis

Does your employer know you are thinking of leaving? Adakah majikan anda tahu anda ingin berhenti?

When would you be able to enter our employment if offered? Bila boleh mula bekerja jika diterima?

Would you object to our request to your employer for more particulars? Adakah anda membantah jika kami mendapatkan rujukan selanjut dari pihak majikan anda sekarang? \_\_\_\_\_

**PREVIOUS EMPLOYMENT** (Majikan Terdahulu)

15. Employer / Tel No. Majikan / Tel No.	From –To (mm/yyyy)	Job Title Tajuk pekerjaan	Salary Gaji	Role Description Penerangan peranan	Reason for leaving Sebab berhenti

**CHARACTER REFEREES** (Rujukan Watak)

16. Please provide two referees contacts. Your referee should be someone who has prior working relationship with you, preferably an ex-supervisor / manager. Namakan dua orang kenalan hubungan kerja anda sebelum ini sebaiknya bekas penyelia ataupun pengurus.

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Company: \_\_\_\_\_ Company: \_\_\_\_\_

Occupation: \_\_\_\_\_ Occupation: \_\_\_\_\_

Relationship: \_\_\_\_\_ Relationship: \_\_\_\_\_

Years known: \_\_\_\_\_ Years known: \_\_\_\_\_

Tel No.: \_\_\_\_\_ Tel No.: \_\_\_\_\_

**GENERAL** (AM)

17. Do you have relatives working in KEPPEL GROUP / TANAH SUTERA? If so, please give details. *Adakah anda mempunyai saudara-mara bekerja dengan KEPPEL GROUP / TANAH SUTERA? Jika ada isi maklumat.*

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Position: \_\_\_\_\_ Division / Dept.: \_\_\_\_\_

Do you possess a driving license? \_\_\_\_\_ If so what group? \_\_\_\_\_  
*Ada memiliki lesen kenderaan? Jika ada, Gred?*

Are you prepared to serve in any part of Malaysia? \_\_\_\_\_  
*Adakah anda bersedia untuk bekerja di mana-mana tempat di Malaysia?*

What are your principal interest and hobbies? *Nyatakan minat dan hobi anda?*

Games played whilst in school / university / college. *Aktiviti sukan ketika di sekolah / universiti / kolej.*

18. Have you ever been dismissed and / or suspended from employment? If yes, please give details. *Adakah anda pernah diberhentikan dan/atau digantung kerja? Jika ada, sila isi maklumat.*

19. Have you ever been detained, charged and / or convicted by court of law in any country? If yes, please give details. *Adakah anda pernah ditahan, didakwa dan/ atau disabitkan oleh mahkamah undang di mana-mana negara? Jika ada, sila isi maklumat.*

20. Has any bankruptcy action ever been taken against you? If yes please give details. *Adakah tindakan kebangkrapan pernah diambil terhadap anda? Jika ada, sila isi maklumat.*

21. Give details of any 'bond' or obligation to serve the Government or any other body? *Adakah anda terikat dengan mana-mana parti Kerajaan?*

22. State any other facts you may wish to advance in support of your application. *Nyatakan fakta yang boleh memberi sokongan padu untuk permohonan anda.*

23. State if you or any of your family members have any interest in any of our Company's Supplier, Consultants, Contractors or Customer (Name Company & relationship). *Nyatakan jika anda mempunyai kepentingan terhadap mana-mana pembekal, perunding, kontraktor atau pelanggan syarikat kami (Nama syarikat dan hubungan).*

24. Salary expectation per month *Gaji yang di pohon:* \_\_\_\_\_

I, \_\_\_\_\_ declare that the above particulars are true and correct, and in the event of a false declaration of any of the above particulars, any consequential employment would be rendered nil and void. *Saya, \_\_\_\_\_ mengaku bahawasanya butiran yg diisikan adalah benar, dan sekiranya palsu maka permohonan ini menjadi tidak sah.*

Date: \_\_\_\_\_

Signature: \_\_\_\_\_