



U0217, Jalan Tun Mustapha,
87007 W.P.Labuan, Malaysia
Tel : 6087 - 424888 Fax : 6087 - 583888

EMPLOYMENT APPLICATION FORM

PRIVATE & CONFIDENTIAL

Application will be kept strictly confidential. Complete all entries in ink using CAPITAL LETTERS. Insert "D.N.A." if question does not apply.

A : POSITION APPLIED FOR : 1. _____
2. _____
3. _____



B : PERSONAL DETAILS

Full Name : _____

Address : _____

Telephone Contact : _____

Citizenship/Religion : _____ Race : _____

N.R.I.C. No : _____ Passport No _____

Date Of Birth : _____ Place Of Birth : _____ Age : _____

Sex : _____ Weight : _____ Height : _____

Marital Status : _____

No Of Children : _____ Boys : _____ Girls : _____

Socso No : _____ E.P.F.No : _____

Income Tax File No : _____

Hobbies : _____

C : LINGUISTIC QUALIFICATIONS

1. Mother Tongue : _____

2. Languages : 1. Written : _____

2. Spoken : _____

D : FAMILY (Spouse, children, parents, brother or sister only)

Name	Relation	Sex	Age	Job

In-case of emergency, please inform

Relation : _____ Tel No : _____

Address : _____

E : EDUCATION QUALIFICATIONS

School	From	To	Certificates Obtained

F : HIGHER OR PROFESSIONAL QUALIFICATIONS

College/Institute/University	From	To	Certificates Obtained

COURSES ATTENDED : _____

G : EMPLOYMENT RECORD

Employer	From	To	Position/Salary

Reason For Leaving Last Employment : _____

If currently employed, state notice required to terminate employment : _____

H : CHARACTER REFERENCE

Name	Occupation	Address/Tel.No

I : GENERAL & MISCELLANEOUS INFORMATIONS

1. Do you have any physical disabilities ?
Yes / No
2. Are you suffering from any kind of diseases or are addicted to drugs ?
Yes / No
3. Do you have any relatives currently working in this company ?
Yes / No
4. Do you hold a position in any clubs, societies or others ?
Yes / No
5. Have you ever been declared bankrupt ?
Yes / No
6. Have you applied for a job in this company before ? If YES, please specify the results.
Yes / No
7. Have you ever been charged for criminal charges ?
Yes / No
8. Do you own any transport ? Yes / No
Licence No : _____ No Of Registration : _____

Current Salary : _____

Expected Salary : _____

J. DECLARATION

I hereby declare that the information given by me in this application form for employment is true to the best of my knowledge, information and belief. I further declare that I have disclosed all the information required to be given in this application. This declaration shall, if I am employed by Hotel AIFA, Labuan, constitute an integral part of my contract of employment. I agree and accept that if this declaration is in any part false or incorrect, the management may terminate my employment without notice or payment in lieu of notice.

Date : _____ Signature : _____

INTERVIEWER'S REPORT (FOR OFFICE USE ONLY)

	Code No	1 Excellent	2 Good	3 Fair	4 Poor
	Code	Remarks			
Appearance :					
Attitude :					
Job Knowledge :					
Decision	Position	Department			
	Salary on Probation	Salary on Confirmation			
	Commencement Date	Staff Quarters YES _____ NO _____ Room No : _____			
	Remarks : _____ _____ _____	Remarks : _____ _____ _____			
	_____	Not Accepted/KIV/Accepted			
	_____	_____			
	Department Head		Personnel Officer		
Reference Checks	Remarks : _____ _____ _____	Remarks : _____ _____ _____			
	Date :	Signature :			
General Manager	Remarks : _____ _____ _____				
	Date :	Signature :			