



**GENERAL MANAGER  
ADMIN & HUMAN RESOURCES DEPARTMENT  
UNIVERSITI SELANGOR (UNISEL)  
Kampus Bestari Jaya  
Jalan Timur Tambahan  
45600 Bestari Jaya  
Selangor Darul Ehsan, Malaysia  
Application for Employment**

Post applied for : \_\_\_\_\_  
Faculty/Department : \_\_\_\_\_  
Remuneration Expected : \_\_\_\_\_

*\*One form for one position only.*

**PHOTO  
Please affix  
Recent passport  
Size photograph  
Scan  
Picture/scenery  
Not Allowed**

**I PERSONAL DETAILS**

Full Name (per IC)  
\*Mr/Mrs/Ms : \_\_\_\_\_ Place of Birth : \_\_\_\_\_  
Passport/NRIC No. : \_\_\_\_\_ Date of Birth : \_\_\_\_\_  
Address Permanent : \_\_\_\_\_ Nationality : \_\_\_\_\_  
\_\_\_\_\_ Religion : \_\_\_\_\_  
Tel No. Office : \_\_\_\_\_ Home : \_\_\_\_\_ H/P : \_\_\_\_\_  
Age : \_\_\_\_\_ Marital Status : \_\_\_\_\_ Race : \_\_\_\_\_  
Correspondence : \_\_\_\_\_ E-Mail : \_\_\_\_\_  
\_\_\_\_\_

**In Case of Emergency**

Person to be contacted : \_\_\_\_\_ Contact No : \_\_\_\_\_  
Address : \_\_\_\_\_  
Relationships : \_\_\_\_\_

**II EDUCATION** (Please attach all relevant certificates)

Name of school/College/University	Diploma/Degree/ Master/Ph.D	Year End/Year Of Graduation	Field	Highest Standard (CGPA)

Please delete whichever is not applicable

**III EMPLOYMENT HISTORY** (Please attach all relevant testimonials)

NAME OF COMPANY & CONTACT NO (Begin with Present Employer)	Position Held	From	To	Basic Salary	Allowance
	Job Responsibilities :				
	Reason for Leaving :				
	Job Responsibilities :				
	Reason for Leaving :				
	Job Responsibilities :				
	Reason for Leaving :				

Have you worked in this Company before?

YES

NO

If "Yes", provide the following details :

Date joined : \_\_\_\_\_ Position : \_\_\_\_\_

Department : \_\_\_\_\_ Last Salary : \_\_\_\_\_

Have you been terminated/dismissed/suspended from the service of any employer?

YES

NO

If yes, please give details : \_\_\_\_\_

**IV PERSONAL REFERENCE**

Name	Contact No.	Profession	Years Known To You

**V PROFESSIONAL EDUCATION**

From	To	Institution	Course Name

**VI ACTIVITIES**

1. Of what Associations/Societies were/are you a member?

In School/Institute/Elsewhere	Position Held	Approximate Dates

2. Present hobbies/Interest/Sports : \_\_\_\_\_

**VII GENERAL**

1. Languages/Dialects Written/Spoken? \_\_\_\_\_

2. Have you ever been convicted of criminals offence  YES  NO  
If Yes, give details : \_\_\_\_\_

3. Have you any relatives/friends you know in our employ?  YES  NO  
If Yes, give details : \_\_\_\_\_

4. Are you drug depender? (i.e morphine, cannabis, estacy)  YES  NO  
If Yes, give details : \_\_\_\_\_

5. Do you suffer any health problem?  YES  NO

I declare that to be the best of my knowledge, the particulars provided are true and I hereby give my consent to be University to check my employment records with my previous employers. I am aware that any false or misleading statements made by me will be cause for dismissal of employed.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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FOR OFFICE USE

Result:  Hired  Reserves (KIV)  Rejected

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date

Date of Commencement : \_\_\_\_\_ Starting Salary : \_\_\_\_\_

Date of Interview : \_\_\_\_\_ Interviewer : \_\_\_\_\_

Department : \_\_\_\_\_ Position : \_\_\_\_\_