



Calibration Service

**TOYOTECH ENGINEERING SDN BHD**

2G & 2-1, Block E, Jalan Perubatan 3, Pandan Indah, 55100 Kuala Lumpur West Malaysia  
Company Reg: 199901021559 /496459-D  
Tel : 03-4280-4648

## EMPLOYMENT APPLICATION FORM

**Position Applied For:**

HR ☐ FINANCE/ACCOUNT ☐ ADMIN ☐ TECHNICAL ☐ MARKETING ☐

### 1. PERSONAL INFORMATION

Full Name (As Stated In IC)

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Current Address

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Correspondence / Permanent Address

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Telephone (H/P) : \_\_\_\_\_ Religion : \_\_\_\_\_

NRIC (NEW) : \_\_\_\_\_ Nationality : \_\_\_\_\_

Sex\* : Male / Female EPF Number : \_\_\_\_\_

Date of Birth : \_\_\_\_\_ Email Address : \_\_\_\_\_

Place of Birth : \_\_\_\_\_ Bank Name : \_\_\_\_\_

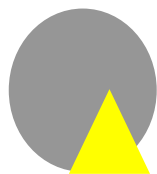
Race : \_\_\_\_\_ Account Number : \_\_\_\_\_

Marital Status\* : SINGLE / MARRIED / WIDOWED / DIVORCED

Language Proficiency :

Language	Speaking Proficiency (VERY GOOD / FAIR/ POOR)	Writing Proficiency (VERY GOOD / FAIR/ POOR)
1)		
2)		
3)		

(\*Please CIRCLE)



## 2. FAMILY INFORMATION

Name of Spouse :

Occupation :

Number of Children :

Emergency Contact, please provide 2 names and details (Next of Kin):

1. Name:\_\_\_\_\_ Contact No.:\_\_\_\_\_ Relationship:\_\_\_\_\_

2. Name:\_\_\_\_\_ Contact No.:\_\_\_\_\_ Relationship:\_\_\_\_\_

## 3. EDUCATIONAL INFORMATION

School/ Insitute/ University	Year (From)	Year (Till)	Place	Qualification Obtained

Awards / Honours / Achievements (if any):

## 4. EMPLOYMENT HISTORY

Company Name	Designation/Position	Duration	Latest Salary	Reason Leaving

## 5. OTHER INFORMATION (\*Please CIRCLE)

a. If selected, when can you start : \_\_\_\_\_

b. What is your notice period? : \_\_\_\_\_

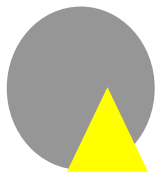
c. What is your expected salary? : \_\_\_\_\_

d. Do you own a transport? \* Yes / No

i. Type of vehicle \* Car / Motorcycle

e. Do you have driving License? \* Yes / No

i. Type of class : \_\_\_\_\_



## 6. REFERENCES

- |             |   |       |             |   |       |
|-------------|---|-------|-------------|---|-------|
| a. Name     | : | _____ | b. Name     | : | _____ |
| Company     | : | _____ | Company     | : | _____ |
| Contact No  | : | _____ | Contact No  | : | _____ |
| Designation | : | _____ | Designation | : | _____ |

## 7. SKILL & EXPERIENCE

List The Skill & Experience:

- a. Microsoft Office : \_\_\_\_\_
- b. Software & System : \_\_\_\_\_
- c. SQL/HR200/Payrol : \_\_\_\_\_
- d. Technical : \_\_\_\_\_
- e. Other (State major skill max 7 skills):  
\_\_\_\_\_  
\_\_\_\_\_

## 8. DECLARATION

- a. Have you been or are you suffering from any physical impairment of long-term disease?

If yes, please give detail:

YES / NO \_\_\_\_\_

- b. Have you ever been convicted for any criminal offence in a court-of law of any country?

If yes, please give detail:

YES / NO \_\_\_\_\_

I hereby declare that all the information above is true to the best of my knowledge. I do hereby declare that above information are true and complete to the best of my knowledge and belief.

Declares by:

\_\_\_\_\_  
Name:  
IC Number:  
Date: