

TME MOTORSPORTS SDN BHD

(COMPANY NO: 524529-K)

NO.12, Jalan Persiaran Skudai 8, Pusat Perusahaan Skudai 8, 81200 Johor Bahru, Johor.

Tel: 07-5550575 Fax: 07-5550395



For Office Use Only

1st Day of Work: _____

Designation: _____

Department: _____

Candidate's /
Employee's
Photograph Here

POSITION APPLIED FOR : _____

EMPLOYEE APPLICATION / PERSONAL DATA FORM

A. PERSONAL INFORMATION

Name (as in NRIC) : _____

Other Name : _____

NRIC No. _____ (New) _____ (Old)

Passport No. : _____ Issuing Country : _____

Address (Current) : _____

Address (Permanent) : _____

Religion Muslim Buddhism Christianity Hinduism Others

Nationality : _____ Gender : Male Female

Date Of Birth : _____ Age _____

Telephone No . : _____ (Mobile) _____ (Home)

Email address : _____

Health Condition Excellent Good Fair Poor

Marital status & others : Single Married Divorced Widowed

Do you have children? Yes No No. of Children : _____
(tick only if applicable)

Are you currently pregnant?
(tick only if applicable) Yes No N/A

Particulars of Children (if applicable):

No.	Full Name	Date of Birth	Age

B. OTHER INFORMATION (SECTION TO BE COMPLETED IF APPLICABLE)

Name of Spouse : _____

NRIC No : _____ (New) _____ (Old)

Date of Birth : _____

Occupation : _____

Address : _____

Telephone No. : _____ (Mobile) _____ (Home)

C. NEXT OF KIN

In case of emergency, the Firm should contact the following person:

Name : _____

NRIC No. : _____ (New) _____ (Old)

Relationship Husband/Wife Son/Daughter Others
 Father/M other Brother/Sister

Telephone No. : _____ (Mobile) _____ (Home)

Address : _____

D. PERSONAL PAYROLL INFORMATION

Bank : _____ A/C No : _____ Branch : _____

EPF No. : _____

SOCSSO No. : _____

Income Tax No : _____

Employee Taxpayer Status : Single

Married and spouse is not working

Married and spouse is working

(a) Claim Children Deduction

(b) Children deduction claim under spouse

E. EDUCATION

LEVEL	NAME OF SCHOOL / INSTITUTION	FROM	TO	HIGHEST QUALIFICATION ATTAINED	RESULTS
Primary					
Secondary					
College / Pre - U					
University					
Business Trade School					
Professional					

OTHER SPECIALISED TRAINING

TYPE OF COURSE	INSTITUTION	QUALIFICATION	YEAR

OTHER SKILL(S)

Language (s)

EXCELLENT

GOOD

FAIR

POOR

Spoken

_____ :

Written

: _____

Typing : Yes No (WPM:) Shorthand : Yes No

Software : MS Word Yes No

Knowledge MS Excel Yes No

MS Powerpoint Yes No

MS Outlook Yes No

Others :

F. PREVIOUS EMPLOYMENT

Are you currently employed?: Yes No

PLEASE LIST BEGINNING FROM MOST RECENT JOB HELD

(a) Company Name : _____

Nature of Business : _____

Location : _____

Position : _____

Employment Dates : From _____ To: _____

Salary : First _____ Last _____

Job Notes, task performed, skills used or learned, and reason for leaving:

(b) Company Name : _____

Nature of Business : _____

Location : _____

Position : _____

Employment Dates : From _____ : To _____

Salary : First _____ : Last _____

Job Notes, task performed, skills used or learned, and reason for leaving:

(c) Company Name : _____
 Nature of Business _____
 Location : _____
 Position : _____
 Employment Dates : From: _____ To: _____
 Salary : First: _____ Last : _____
 Job Notes, task performed, skills used or learned, and reason for leaving:

May we contact your present Employer? Yes No N/A

G. GENERAL INFORMATION

1. How did you learn about our Company?
 - Newspaper advertisement
 - Friends/Relatives
 - Websites
 - Career Fair
 - Others

2. Have you previously applied to us for employment? : _____

3. Available Start Date : _____

4. Desired Pay Range : _____

5. Do you have any relative/friend employed by us? If so, please state name and relationship (for relative):

6. Have you ever been convicted for any criminal offence? Yes No
 If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation.

8. Do you have a driver's license? Yes No

9. What is your means of transportation to work? _____

10. Have you had any accidents during the past 3 years? Yes No

H. REFERENCES

(Please list two references other than relatives)

1. Name : _____
Title : _____
Company : _____
Address : _____
Contact No _____ (Home) _____ (Office) _____ (Mobile) :

2. Name : _____
Title : _____
Company : _____
Address : _____
Contact No _____ (Home) _____ (Office) _____ (Mobile) :

DECLARATION

I hereby certify that all information contained in this application is true, correct and complete to the best of my knowledge. I further declare that all the information may be grounds for not hiring me and any misrepresentation or omission of facts is cause for dismissal without notification. By signing this form, I consent to the collection and processing of my personal data by **TME** for the purpose of considering my suitability for employment and I authorize the verification of any or all information listed above. I also confirm I have received **TME** 's Privacy Policy.

Signature : _____ NRIC No.: _____ Date: _____

Note: The personal data provided in this form will be destroyed in the event the applicant is not offered a position or rejects the offer for employment.
