



**PRIVATE & CONFIDENTIAL**  
**SULIT & PERSENDIRIAN**

**CCM GROUP**  
**KUMPULAN SYARIKAT CCM**  
**APPLICATION FOR EMPLOYMENT**  
**PERMOHONAN UNTUK JAWATAN**

<b>REMINDER</b> PERINGATAN	<p>Full explanations must be provided for all information required. Please provide copies of relevant documents to support this application. Please bring along original and copy of the following for interview: <b>Identity Card, Latest Pay Slip, Relevant Certificates, Photo</b> and other relevant documents.</p> <p><i>Keterangan penuh hendaklah diberi untuk informasi yang dikehendaki. Sila lampirkan salinan sijil yang berkaitan sebagai sokongan. Sila bawa dokumen asal dan salinan seperti berikut ketika temuduga : Kad Pengenalan, Penyata Gaji Terkini, Sijil yang berkaitan, Gambar dan lain-lain dokumen yang perlu.</i></p> <p><b>This form should be completed fully.</b> <i>Sila pastikan anda mengisi semua tempat kosong.</i></p>	PHOTO GAMBAR
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<b>POSITION APPLIED FOR</b> <b>JAWATAN DIPOHON</b>

<b>PERSONAL DETAILS</b> <b>MAKLUMAT PERIBADI</b>							
Name (as in MyKAD) <i>Nama (seperti dalam MyKAD)</i>							
MyCard no. <i>No. MyKAD</i>		Old NRIC no. <i>No KP lama</i>		Passport no. <i>(Non Malaysian)</i> <i>No, Pasport</i>			
Correspondence address <i>Alamat Surat Menyurat</i>							
Permanent address <i>Alamat tetap</i>							
Resident phone no. <i>No. telefon rumah</i>		Office phone no. <i>No tel pejabat</i>		Mobile no. <i>No. tel bimbit</i>			
Religion <i>Agama</i>		Height (cm) <i>Tinggi</i>		Weight (kg) <i>Berat (kg)</i>			
Date of birth <i>Tarikh Lahir</i>		Place of birth <i>Tempat Lahir</i>		Age <i>Umur</i>			
Race <i>Bangsa</i>		Email Address <i>Alamat Email</i>					
Nationality <i>Kewargenaraan</i>		Bumi / Non-Bumi <i>Bumi. Bukan Bumi</i>		Gender : Male / Female <i>Jantina : Lelaki/Perempuan</i>			
Marital Status <i>Status Perkahwinan</i>	Single <i>Bujang</i>		Married <i>Berkahwin</i>		Divorced <i>Bercerai/Janda</i>		Widowed <i>Duda/Janda</i>
Driving license <i>Lesen Memandu</i>	Yes <i>Ya</i>		No <i>Tidak</i>		If yes, state the class <i>Jika ya, nyatakan kelas</i>	Personal Transportation <i>(Car / Bike / Others)</i> <i>Kenderaan peribadi (kereta / motor / lain-lain)</i>	

FAMILY DETAILS MAKLUMAT KELUARGA				
Relationship Hubungan	Name Nama	Age Umur	Occupation Pekerjaan	Employer / School / College / University Majikan / Sekolah / Kolej / Universiti
Father Bapa				
Mother Ibu				
Siblings Adik beradik				

SPOUSE DETAILS MAKLUMAT SUAMI / ISTERI				
Spouse name Nama suami / isteri				
Correspondence address Alamat surat menyurat				
MyKAD no. No. MyKAD		Birth date Tarikh lahir		Race Bangsa
Occupation Pekerjaan		Employer Majikan		
Office telephone no. No. telefon pejabat		Mobile no. No. telefon bimbit		

CHILDREN DETAILS MAKLUMAT ANAK						
Relationship Hubungan	Name Nama	Birth date Tarikh lahir	Gender Jantina	Age Umur	MyKAD / Birth Cert No. MyKAD/Birth Cert No	Employer / University / College / School Majikan / Universiti / Kolej / Sekolah
Children Anak						
Handicapped children (if any) Anak kurang upaya (jika ada)						

PERSON TO CONTACT IN CASE OF EMERGENCY INDIVIDU YANG HARUS DIHUBUNGI SEKIRANYA BERLAKU KECEMASAN		
Name Nama	Relationship Hubungan	Mobile no. No. telefon bimbit
Correspondence Address Alamat surat menyurat		
Correspondence Address Alamat surat menyurat		

**EDUCATION INFORMATION**  
**MAKLUMAT PELAJARAN (PENDIDIKAN)**

No.	Year <i>Tahun</i>		University / College / School <i>Universiti / Kolej / Sekolah</i>	Course <i>Kursus</i>	CGPA / Grade * <i>CGPA / Gred *</i>
	From (dd/mm/yy) <i>Dari (t/b/t)</i>	To (dd/mm/yy) <i>Hingga (t/b/t)</i>			
1					
2					
3					
4					

\* Copies of relevant certificates must be attached

\* Sila sertakan salinan sijil-sijil

**Scholarship (if any)**  
**Biasiswa (jika ada)**

No.	Type held <i>Jenis</i>	Employment Bond (no. of years) <i>Kontrak Pekerjaan (bil. tahun)</i>	Name of Sponsor <i>Nama penaja</i>	Penalty in default (RM) <i>Denda melanggar kontrak (RM)</i>
1				
2				

**PROFESSIONAL TRAINING & COURSES (IF ANY)**  
**LATIHAN & KURSUS PROFESSIONAL (JIKA ADA)**

No	Training / Course <i>Latihan / Kursus</i>	Institution <i>Latihan / Kursus</i>	Qualification <i>Kelayakan</i>	Year <i>Tahun</i>
1				
2				
3				
4				

**EXTRA CURRICULAR ACTIVITIES**  
**KEGIATAN KO-KURIKULUM (TAMBAHAN)**

1	At School <i>Di Sekolah</i>	
2	At University <i>Di Universiti</i>	
3	Currently <i>Pada masa ini</i>	

**LANGUAGE (PLEASE TICK "√" IN APPROPRIATE BOXES)**  
**BAHASA (SILA TANDA "√" DI TEMPAT YANG SESUAI)**

Language	Spoken <i>Pertuturan</i>					Written <i>Penulisan</i>				
	Excellent (5) <i>Cemerlang (5)</i>	Very Good (4) <i>Sangat Baik (4)</i>	Good (3) <i>Baik (3)</i>	Fair (2) <i>Sederhana (2)</i>	Poor (1) <i>Lemah (1)</i>	Excellent (5) <i>Cemerlang (5)</i>	Very Good (4) <i>Sangat Baik (4)</i>	Good (3) <i>Baik (3)</i>	Fair (2) <i>Sederhana (2)</i>	Poor (1) <i>Lemah (1)</i>
1 Bahasa Malaysia										
2 English										
3										
4										

**EMPLOYMENT HISTORY (START WITH PRESENT OR LAST EMPLOYER)**  
**PEKERJAAN TERDAHULU (BERMULA DENGAN MAJIKAN SEKARANG ATAU TERAKHIR)**

Company <i>Syarikat</i>		From (dd/mm/yy) <i>Dari</i> <i>(Tarikh/Bulan/Tahun)</i>	To (dd/mm/yy) <i>Hingga</i> <i>(Tarikh/Bulan/Tahun)</i>	Basic pay <i>Gaji Asas</i>	Fixed income / allowance <i>Elaun tetap</i>
Position <i>Jawatan</i>					
Tel no. <i>No telefon</i>	Brief description of duties <i>Ringkasan Tugas</i>				
Address <i>Alamat</i>					
Reason for leaving or desiring to leave <i>Sebab berhenti atau ingin berrhenti</i>					

Company <i>Syarikat</i>		From (dd/mm/yy) <i>Dari</i> <i>(Tarikh/Bulan/Tahun)</i>	To (dd/mm/yy) <i>Hingga</i> <i>(Tarikh/Bulan/Tahun)</i>	Basic pay <i>Gaji Asas</i>	Fixed income / allowance <i>Elaun tetap</i>
Position <i>Jawatan</i>					
Tel no. <i>No. telefon</i>	Brief description of duties <i>Ringkasan Tugas</i>				
Address <i>Alamat</i>					
Reason for leaving <i>Sebab berhenti</i>					

Company <i>Syarikat</i>		From (dd/mm/yy) <i>Dari</i> <i>(Tarikh/Bulan/Tahun)</i>	To (dd/mm/yy) <i>Hingga</i> <i>(Tarikh/Bulan/Tahun)</i>	Basic pay <i>Gaji Asas</i>	Fixed income / allowance <i>Elaun tetap</i>
Position <i>Jawatan</i>					
Tel no. <i>No. Tel</i>	Brief description of duties <i>Ringkasan Tugas</i>				
Address <i>Alamat</i>					
Reason for leaving <i>Sebab berhenti</i>					

Company <i>Syarikat</i>		From (dd/mm/yy) <i>Dari</i> (Tarikh/Bulan/Tahun)	To (dd/mm/yy) <i>Hingga</i> (Tarikh/Bulan/Tahun)	Basic pay <i>Gaji Asas</i>	Fixed income / allowance <i>Elaun tetap</i>
Position <i>Jawatan</i>					
Tel no. <i>No. telefon</i>		Brief description of duties <i>Ringkasan tugas</i>			
Address <i>Alamat</i>					
Reason for leaving <i>Sebab berhenti</i>					

OTHER INFORMATION <i>MAKLUMAT LAIN</i>					
Have you ever been convicted in court, apart from traffic offences? <i>Pernakah anda didakwa di mahkamah, selain kesalahan trafik</i>	Yes <i>Ya</i>		No <i>Tidak</i>		If yes, state nature <i>Jika ya, sila nyatakan</i>
Have you ever taken any prohibited drugs? <i>Pernakah anda mengambil sebarang jenis dadah terlarang?</i>	Yes <i>Ya</i>		No <i>Tidak</i>		If yes, state nature <i>Jika ya, sila nyatakan</i>
Are you on any prescribed medication or are you currently receiving any medical treatment? <i>Adakah anda mengambil/ sedang mengambil ubat-ubatan secara berterusan?</i>	Yes <i>Ya</i>		No <i>Tidak</i>		If yes, state nature <i>Jika ya, sila nyatakan</i>
Have you ever been declared a bankrupt in any country? <i>Pernakah anda diisytihar muflis/bankrap</i>				Yes <i>Ya</i>	No <i>Tidak</i>
Are you pregnant? (applicable for female applicants only) <i>Adakah anda hamil? (untuk pemohon wanita sahaja)</i>				Yes <i>Ya</i>	No <i>Tidak</i>
If pregnant, please state the due date <i>Jika hamil, sila nyatakan tarikh jangkaan kelahiran</i>					

LIST TWO REFEREES WHO KNOW YOU PERSONALLY (EXCLUDING FAMILY MEMBERS) <i>SENARAIKAN DUA RUJUKAN PENAMA YANG MENGENALI DIRI ANDA (BUKAN AHLI KELUARGA)</i>					
	Name <i>Nama</i>	Occupation <i>Jawatan</i>	Employer & Address <i>Majikan &amp; Alamat</i>	Relationship <i>Hubungan</i>	HP No. <i>No. telefon bimbit</i>
1				Previous Superior <i>Pengurus Terdahulu</i>	
2					

**CAREER EXPECTATION**  
**PERANCANGAN KERJAYA**

How can you contribute to the success of CCM?  
**Bagaimanakah anda dapat menyumbang ke arah kejayaan CCM?**

**OTHERS & DECLARATION**  
**LAIN-LAIN & PENGAKUAN**

If offered employment, please state the earliest date you can start work / notice required  
*Sekiranya ditawarkan pekerjaan, nyatakan tarikh anda mula bekerja / notis diperlukan*

Expected salary  
*Gaji dipohon*

Do you know anyone working in CCM? If yes, please provide the name & relationship  
*Adakah anda mengenali sesiapa yang bekerja di CCM? Jika ya, sila nyatakan nama & perhubungan*

Have you attended any interview in CCM? If yes, for what position and when  
*Pernahkah anda menghadiri temuduga di CCM sebelum ini? Jika ya, nyatakan jawatan dan tarikh*

I certify that the information given in this application form is to my knowledge true and correct and that I have not willfully misstated any facts. I understand that if I am employed, I shall be liable to immediate dismissal if at any time hereafter it becomes known that I have made false, evasive or given misleading statements in this application.

*Saya akui bahawa segala maklumat yang diberikan di dalam borang permohonan ini adalah benar dan tiada pemalsuan. Saya juga bersetuju agar perkhidmatan saya ditamatkan dengan segera sekiranya terdapat sebarang maklumat yang tidak benar ataupun palsu.*

Should my application for employment be accepted, I hereby declare that I shall at all times observe the company's rules and regulations and obey all instructions given by the company.

*Sekiranya saya ditawarkan pekerjaan, saya bersetuju akan sentiasa mematuhi segala syarat dan peraturan serta segala arahan yang ditetapkan oleh pihak majikan*

Signature  
*Tandatangan*

Date  
*Tarikh*

**FOR COMPANY/OFFICIAL USE:**  
**UNTUK KEGUNAAN PEJABAT SAHAJA**

