

For Office Use :**HRIS**Date
keyed in :

Initial :

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Date &
Initial**EMPLOYMENT APPLICATION FORM**Please Affix a
Recent Passport Size
Photograph**PERSONAL PARTICULARS**

Name as per NRIC :			
Preferred Name :		Gender :	Male [] Female []
Old I/C No. :		New I/C No. :	
Nationality :		Passport No. :	
Date of Birth :		Place of Birth :	
Age :		Marital Status :	
Permanent Address (house)		Correspondence Address (mailing) Effective Until : _____	
Tel No. :	(House)	Tel. No. :	(House)
	(Mobile)		(Office)
Fax No. :		E-mail :	

FAMILY PARTICULARS

i) Name of Spouse :
(if applicable)

Occupation : Name of Employer :
Tel No. :

ii) Details of Children (if applicable)

	Name	Gender	Birth Date	Level of Education
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

iii. Do you have any family members currently employed in Securities Commission or working in the securities industry? If yes, please specify.

EDUCATIONAL DETAILS

Name of School/College/University	START	FINISH	Qualification obtained (CGPA/Class)
	month/year	month/year	
Secondary Education(s)			SRP/PMR Grade : Aggregate : SPM Grade : Aggregate :
A-Level/STPM/Matriculation(s)			Result(s) :
Certificate(s)			Major : Grade :
Diploma Course(s)			Major : CGPA/Grade :
Degree Course(s)			Major : Minor : CGPA/Class :
Post Graduate Course(s)			Area of study : CGPA/Class :
Professional Qualification(s)			Level/Stage :

PROFESSIONAL MEMBERSHIP

<u>Name of Association(s)</u>	<u>Date joined</u>	<u>Membership Status</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

COURSE/TRAINING ATTENDED

<u>Title(s)</u>	<u>Organised by</u>	<u>Date attended</u>	<u>Location</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

LANGUAGE PROFICIENCY		COMPUTER LITERACY	
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* Please indicate (Average, Good, Excellent)		<ul style="list-style-type: none"> Are you familiar in operating a computer? Yes*/No List of PC Software that you are familiar with _____ 	
Bahasa Melayu English Others : _____ _____	* Written	* Spoken	OTHER SKILLS (Please Specify)
	_____	_____	
	_____	_____	

EXTRA CO-CURRICULAR ACTIVITIES (SPORTS, CLUBS, ETC.)

Secondary Education	
Tertiary Education	
Current Involvement	

WORKING EXPERIENCE

Name of Organisation and Position Held	Period of Employment			Summary of responsibility	Last drawn/current salary	Reason(s) for leaving/wanting to leave
	From (mm/yy)	To (mm/yy)	Total No. of years			

Please use attachment for additional information.

REMUNERATION DETAILS ON CURRENT OR LAST EMPLOYMENT

Basic monthly salary :	Bonus : (No. of months)	EPF contributions	Profit sharing :
	Contractual : _____	Employee : _____ %	
	Variable : _____	Employer : _____ %	
Allowances (Please specify if any) :	Car Privilege Type : _____	Loan subsidy House (Yes/No) : _____ %	Interest rate : _____ %
	Driver : (Yes/No)	Car (Yes/No) : _____ %	
	Petrol Allowance/month :	Others _____ : _____ %	
Other Benefits (If any) :			
Expected monthly salary : _____	Resignation notice period : _____		

Please draw/sketch the organisation chart of current/ past employment and indicate the position that you are designated.

What is your greatest achievement in your previous/current career?

How and what can you contribute to Securities Commission?

What are your career goals or plan and ambition?

Is there any other information (personal or work experience) which is relevant to this application? (If yes, please specify)

Have you been interviewed before in SC? If yes, please provide the position interviewed for and date of the interview.

PERSONAL REFERENCES (NON-RELATIVES/NON SC EMPLOYEE)

Name : _____
Address : _____

Tel No. : _____
Relationship : _____

Name : _____
Address : _____

Tel No. : _____
Relationship : _____

DECLARATION

I hereby declare that all the information given in this employment application form is true and complete. Any false information provided would subject myself to possible disciplinary action by the Commission.

Signature : _____

Date : _____