EMPLOYMENT APPLICATION FORM

Please tick (√) Company where applicable:

Essem Group Sdn Bhd	☐	**Essem Corporation Sdn Bhd**	☐	**Matco (Malaysia) Sdn Bhd**	☐
Olivals Sdn Bhd	☐	**NJ Petroniaga Sdn Bhd**	☐	**Matco Services Sdn Bhd**	☐
Sky Futures (M) Sdn Bhd	☐	**Kenyalang Integrity Services Sdn Bhd**	☐	**AJ Petroleum Sdn Bhd**	☐
Access Corporate Ventures Sdn Bhd	☐				

POSITION APPLIED FOR:		**EXPECTED SALARY:**	

PERSONAL PARTICULAR						
SALUTATION	Mr/Mrs/Ms/Others (Please specify):					Attach recent photo
FULL NAME (AS PER I.C/PASSPORT)						
CORRESPONDENCE ADDRESS						
PERMANENT ADDRESS						
EMAIL ADDRESS						
NRIC / PASSPORT NO. (NEW)				NRIC Color		
(OLD)				SEX		☐MALE ☐FEMALE
DATE OF BIRTH		AGE:		HEIGHT:		
PLACE OF BIRTH						
CITIZENSHIP	☐MALAYSIAN			TELEPHONE NO.	(M)	
	☐OTHERS (Please state)				(H)	
RELIGION (If any)	☐ISLAM ☐BUDDHA ☐OTHERS :(Please state) ☐HINDU ☐CHRISTIAN					
RACE	☐MALAY ☐CHINESE ☐INDIAN ☐IBAN ☐OTHER: (Please state)					
MARITIAL STATUS	☐SINGLE ☐MARRIED ☐SEPARATED ☐DIVORCED ☐WIDOWED IF MARRIED, STATE SPOUSE'S NAME: NO OF CHILDREN: AGE RANGE:					
ARE YOU SERVING A BOND WITH YOUR PRESENT EMPLOYER?	☐YES ☐NO					

2 EMERGENCY CONTACT DETAILS		
NAME	RELATIONSHIP	CONTACT NUMBER

EDUCATION PARTICULARS (Please attach copy of certificates)			
NAME OF SCHOOL/COLLEGE/UNIVERSITY	YEAR		QUALIFICATION/FIELD ATTAINED
	FROM	TO	

TRAINING, SKILLS (Factory or Office machines Operated, Special Courses etc.) & COMPUTER KNOWLEDGE	
1.	
2.	
3.	
4.	
5.	

MEMBERSHIP & ACADEMIC ACHIEVEMENTS (you consider significant)	
1.	
2.	
3.	
4.	

LANGUAGE PROFICIENCY (Please tick where applicable)						
Language	Spoken			Written		
	Fluent	Fair	Poor	Fluent	Fair	Poor
English						
Bahasa Malaysia						
Mandarin						
Tamil						
Others (please specify)						

HOBBIES	
1.	
2.	
3.	
4.	

EMPLOYMENT HISTORY (in chronology Order). Please provide your latest CV.						
NAME & ADDRESS OF EMPLOYER	DATES EMPLOYED		SALARY PER MONTH		POSITION TITLE & DISCRIPTION OF DUTIES	REASON FOR LEAVING
	FROM	TO	STARTING	FINAL		

DECARATION		
1. Do you have any criminal record or have you been convicted in any Court of Law?		☐YES ☐NO
If YES, please state offence		
2. Have you ever been dismissed or suspended from any position?		☐YES ☐NO
If YES, please clarify		
3. Have you ever been declared as bankrupt?		☐YES ☐NO
If YES, please clarify		
4. Are you active in any business undertakings?		☐YES ☐NO
If YES, please indicate nature of business		
5. Have you got COVID-19 vaccination?		☐YES ☐NO
6. Do you suffer from any serious illness?		☐YES ☐NO
If YES, please indicate nature of illness		
7. Have you ever undergone any minor / major surgery?		☐YES ☐NO
If YES, please indicate nature of illness		
8. Do you suffer from any disable / handicap / allergy?		☐YES ☐NO
If YES, please specify		
9. Do you have any objection to any reference being made to your previous employers?		☐YES ☐NO
If YES, please indicate reasons.		
10. Do you have a valid driving license?		☐YES ☐NO
11. Do you have any relative(s) working with Essem Group of Companies or any of its affiliates?		☐YES ☐NO
If yes, please state name, position and relationship with you.		

REFERENCES (List of 2 Referees who are not your relatives)			
NAME	OCCUPATION	YEARS KNOWN	TELEPHONE NO.

Date available if offered employment	
Notice period required (Month / Week)	

ACKNOWLEDGEMENT
1. I, the undersigned declare that the information stated in this sheet are accurate and true to the best of my knowledge. I further understand that any willful act on my part in withholding information or making false statement in this Employment Application Form is in itself sufficient ground for dismissal from the Company. 2. I understand that this is an application for employment and does not construe any kind of employment contract with Essem Group of Companies and its subsidiaries. 3. I further authorize Essem Group of Companies to forward this application form to other organizations that may have business relations with Essem Group or any of its affiliates. 4. I hereby give consent to Essem Group of Companies any of its affiliates to contact the Referees that I have provided. 5. Personal Data Protection Notice Essem group of Companies aims to comply with the requirements of the Personal Data Protection Act 2012 (“PDPA”). We collect, use, disclose and process personal data such as (i.e. Name, NRIC/FIN, Passport Number, Contact Numbers, Home Address, Fingerprints, Photographs and Bank Account Number) for the purpose of maintaining your particulars in our database, communication of any updates to you and to disclose such personal data to relevant organizations for any work related requirements (e.g. training administration, insurance services licensing administration and security requirements etc.) where necessary. 6. With this application and the declaration, I make herein, I accept that it will form an integral part of the Letter of Appointment (if successful) that I will be signing and/or have signed.

Signature		Name	
		Date	

FOR OFFICE USE ONLY

Interview Panel:			
Date of Interview:			
From the interview, I would: Recommend for employment Call for further interview Keep candidate's file for future reference Reject	Please tick where applicable: ☐ ☐ ☐ ☐		
If recommended for employment, please state:			
Job position:			
Department:			
Commencing Salary:		Allowance (if any):	
Date of Commencement:		Probation Period:	
Any other remarks:			

Signature of Interviewer: _____ Date: _____