



### PRIVATE & CONFIDENTIAL

Tick (v) accordingly.

Interview scheduled on \_\_\_\_\_

Walk-in Interview on \_\_\_\_\_



### APPLICATION FOR EMPLOYMENT

#### INSTRUCTIONS

1. This form has been designed to provide us with the basic information for easy processing of your application for employment with us. It also serves as our personal record should you be employed.
2. All relevant parts of this application form must be completed.
3. If space in this application is insufficient, please attach an addendum.
4. Crestar Education reserves the right to terminate the employment of the applicant if any of the particulars supplied by the applicant in this application form is found to be untrue after engagement.

Position Applied For : \_\_\_\_\_ (Full Time / Part Time )

#### I. PERSONAL PARTICULARS

Name (as in NRIC, please underline surname)							
Name in Chinese characters (if applicable)							
Malaysia I/C	Yes / No	NRIC			Passport No.		
Nationality		Date Of Birth		Age		Place Of Birth	
Gender	Female / Male	Race		Religion		Marital Status	S/M/W/D
Driving License	Yes / No	Do You Possess Your Own Transport ?				Yes / No	
Address :							
_____							
_____							
Postcode : _____							
Telephone No : (Home) _____ (Office) _____ (Mobile) _____							
E-mail Address : _____							
Overseas Address & Contact Telephone Number (If you are not a Malaysian Citizen or permanent resident) :							
Address : _____							
_____							
Telephone No : _____							

**II. FAMILY PARTICULARS** - Give details of your spouse, children, parents and siblings. If space is insufficient, please provide the information on a separate sheet of paper.

Name	Relationship	Nationality	Date Of Birth	Occupation	Company

**III. CONTACT PERSON / NEXT-OF-KIN** - In case of emergency

Name :	Relationship :
Address :	
_____	
_____ Postcode : _____	
Telephone No : _____ (Home) _____ (Office) _____ (Mobile)	

**IV EDUCATIONAL PROFILE** - Attach photocopies of all academic certificates (Including GCE 'N', 'O' and 'A' Levels)

Qualification	Institution / Country	Year Commenced	Year Completed	Part-Time / Full Time

**V. OTHER COURSES CURRENTLY PURSUING**

From (mm/yy)	Expected Date Of Completion (mm/yy)	Name Of Course *	Institution

\* Please attach partial results if available

**VI. SCHOLARSHIPS / AWARDS**

Year Of Award	Description

**VII. COMPUTER LITERACY & OTHER SKILLS**

Please indicate the software you are competent in :

Shorthand	Typing

**VIII. EMPLOYMENT HISTORY** - Start with your latest or present company. (Please attach a copy of the latest payslip)

NB : It is the policy of this Company to carry out reference checks with previous Companies but only after an applicant has commenced employment.

From (mm/yy)	To (mm/yy)	Company / Country	Position	Monthly Basis Salary		Allowances (if any)	Bonus (mths)	Reason For Leaving
				Starting Pay	Last Pay			
/	/							
/	/							
/	/							
/	/							
/	/							

**IX. LANGUAGE PROFILE**

Please circle Good (G), Fair (F) or Poor (P)

Language	Spoken	Written	Language	Spoken	Written
English	G / F / P	G / F / P	Malay	G / F / P	G / F / P
Mandarin	G / F / P	G / F / P	Tamil	G / F / P	G / F / P
Dialect (please specify) :			Others (please specify) :		
1. _____	G / F / P	G / F / P	1. _____	G / F / P	G / F / P
2. _____	G / F / P	G / F / P	2. _____	G / F / P	G / F / P

**X. PROFESSIONAL CLUB MEMBERSHIPS**

From (mm/yy)	To (mm/yy)	Association / Club / Society / Company	Position Held
/	/		
/	/		
/	/		
/	/		

**XI. HOBBIES / INTERESTS / GAMES**


**XII. REFERENCES** [Please give 2 persons (not relatives) whom reference may be made ]

Name	Address	Telephone	Occupation

**XIII. ADDITIONAL INFORMATION**

1. What is your expected salary ?	RM
2. What length of notice is required by your current employer ?	
3. Have you been or are you suffering from any disease / illness / major medical condition / mental disorder or physical impairment ?	Yes / No
4. Have you been discharged or dismissed from the service of your previous employers ?	Yes / No
5. Have you been convicted in a court of law in any country ?	Yes / No
6. Do you have any share in any business undertaking other than that in a public-listed company ?	Yes / No
7. Are you holding directorship or other appointment in any Company ?	Yes / No
8. Have you applied for any employment in Crestar before ?	Yes / No

If your answer to any of the above is yes, please give details in the space provided.  
(If space is insufficient, please continue on an attachment)

**XIV. DECLARATION**

I declare that all information given herein are true and correct. I understand that a misrepresentation or omission of facts will be sufficient cause for cancellation of consideration for employment or dismissal from the Company's service if I have been employed.

\_\_\_\_\_  
Signature / Date

**THANK YOU FOR YOUR INTEREST**

**XV. FOR HR DIVISION USE**

Applicant to replace \_\_\_\_\_ or to fill a new position.

Position : \_\_\_\_\_ Starting Salary \_\_\_\_\_ Executive Level \_\_\_\_\_

Salary Range \_\_\_\_\_ Date of Commencement \_\_\_\_\_

**Interviewed By**

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Position : \_\_\_\_\_

Date : \_\_\_\_\_

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Position : \_\_\_\_\_

Date : \_\_\_\_\_

Regular / Temporary