

## Job Application Form (Private & Confidential)



*Note – Please complete this form accurately. This form is to be completed before interview session. Please indicate as many details as possible of your skills and experience relating to the job you are applying for. Do not leave any item blank. If it is not applicable to you, please indicate “not applicable”. Short listing of applicants will be based on the information provided in this form and any accompanying documents.*

*Please ensure your return the completed and signed form before the closing date as indicated in the advertisement.*

*Do not hesitate to contact HR or the Head of Services if you have any questions or queries.*

*Applicants will be treated in the same manner whether they are external or internal candidates.*

*For internal applicants – please advise your immediate supervisor of your intention to make an application for another position.*

### Section I: Position Applied for

Job Title :	Date of Application :
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### Section II : Your Details & Contact Information

Name ( full name as in IC or passport)	NRIC No
Date of Birth:	Passport No:
Correspondence Address :	Tel No :
Residential Address:	Tel No :
Handphone No :	Personal E-Mail address :

**Section III: Education Details**

Type of School	Name of School	Year	Qualification Obtained
College/University			
Secondary			
Primary			
Others			

**Section IV: Language Proficiency**

(please indicate your level of proficiency, F – fluent, I – Intermediate or B – Basic)

Language/Dialects	Spoken	Written
1.		
2.		
3.		
4.		

**Section V: Employment History**

(please fill up this part by stating your most recent or current job)

Name of Employer	Designation	Tenure of Service	Reason for Leaving


**Section VI: Other Information**

If you are currently employed, how much notice are you required to give your current employer ?

\_\_\_\_\_

If selected, when will you be available to start work : \_\_\_\_\_

Expected salary: RM \_\_\_\_\_/month (comfortable minimum/negotiable)  
*(please underline where relevant)*

Have you ever applied for position with MNS before? Yes  No

If Yes - please state what position & year of application

Position : \_\_\_\_\_ Year of Application: \_\_\_\_\_

Do you hold a valid driving licence? Yes  No

**Section VII: Self Declaration**

Health Status - Is there anything concerning your medical history or state of health that MNS should be aware of?

Yes  No

If yes, please state your health problem/disability \_\_\_\_\_

*Note - Any information relating to health problem/disability is used for monitoring purposes only and will not in any way whatsoever form part of the application process.*

Criminal - Have you been found guilty in any Court of Law or detained under any written laws ?

Yes  No

If yes, please give details \_\_\_\_\_

Bankruptcy – Have you been declared or charged under Bankruptcy Act?

Yes  No

If yes, please give details \_\_\_\_\_

**Section VIII : References**

Please provide the names of two referees.

*(We will only take up references for successful candidate. Reference checks will be conducted in an ethical manner and all information received will remain confidential. Please provide details of two people who can speak on your behalf regarding your work history)*

Name of Referee	Position held/working relationship (example , supervisor)	Contact No	Email Address

**Section IX: Declaration**

I hereby declare that to the best of my knowledge the information I have provided in this form is complete and accurate. I understand that this application does not constitute an offer of employment. It is also understood that inaccurate, misleading or untrue statements or knowingly withheld information may result in termination of employment with this organisation.

By signing and returning this application form, I am giving my consent to MNS to use and keep the information provided inclusive of information provided by third party such as references relating to this application. I am aware that information provided will be used in the recruitment process and will be kept for one year following an unsuccessful application. In the event of successful application, the information will be part of my employment record

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

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