



JB COCOA SDN BHD
(514587-A)
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AFFIX
PASSPORT SIZE
PHOTO HERE

EMPLOYMENT APPLICATION FORM / BORANG PERMOHONAN PEKERJAAN

Peraturan/ Instructions

1. Sila lampirkan salinan sijil/ perakuan di mana perlu./ Please attach copies of certificates/ testimonials where applicable.
2. Jangan tinggalkan ruang kosong. Tulis 'NA' jika tidak berkenaan./ Do not leave any item blank, please write "NA" if not applicable.
3. Syarikat tidak akan melayan sebarang surat menyurat/ pertanyaan berkenaan dengan sebab pemilihan calon./ The Company will not entertain any correspondence with regards to selection of candidates.
4. Sila tandakan (/) di petak * berkenaan./ Please mark (/) in * appropriate box.

JAWATAN DIPOHON: POSITION APPLIED:	TARIKH: DATE:
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SUMBER RUJUKAN/REFERENCE SOURCE:	<input type="checkbox"/> Advertisement (newspaper)	<input type="checkbox"/> Advertisement (on-line)	<input type="checkbox"/> Employment Agency
<input type="checkbox"/> Walk-in	<input type="checkbox"/> Staff _____ (name)	<input type="checkbox"/> Others _____	

A. BUTIR-BUTIR PERIBADI/ PERSONAL PARTICULARS

Nama Penuh (seperti dalam KP): Full Name (as in IC):		Nama (B. Cina): Name (Chinese):	
Tarikh lahir: Date of birth:	Jantina: Gender:	Umur: Age:	Christian Name (if any):
Alamat Sekarang: Current Address:			
Alamat Tetap: Permanent Address:			
Telefon (Rumah): Telephone (Home):	Telefon (bimbit) Handphone No:	Telefon (Pejabat): Telephone (Office):	
No. NRIC atau Paspot/ NRIC or Passport No:	No Akaun Maybank/ Maybank Acc No:	Alamat e-mel: e-mail address:	
Ada Kenderaan Sendiri?/Possess own transport? YA/YES () TIDAK/NO ()			
Jenis Lesen / Type of License: _____			
Bangsa/ Suku kaum: Race/ Ethnic:	Ugama: Religion:	Warganegara: Nationality:	
No. KWSP: EPF No.:	No. PERKESO: SOCSO No.:	No. Cukai Pendapatan: Income Tax file No.:	
Tinggi: Height:	Berat: Weight:	Smoker? Perokok?	

B. BUTIR-BUTIR KELUARGA/ FAMILY PARTICULARS

Taraf Perkahwinan*: Marital Status*:	<input type="checkbox"/> Bujang Single	<input type="checkbox"/> Kahwin Married	<input type="checkbox"/> Bercerai Divorced	<input type="checkbox"/> Lain-lain (sila nyatakan) Others (please specify) _____
Nama Suami/ Isteri: Name of Spouse:			No. Cukai Pendapatan: Income Tax No.:	
Pekerjaan Suami/ Isteri: Spouse's Occupation:		Nama Majikan Suami/Isteri: Spouse's Employer's Name:		
Nama Anak (jika ada) Children's Name (If any)	Tarikh lahir Date of Birth	Jantina Gender	Pekerjaan & Majikan/ Sekolah Occupation & Employer/ School	
1.				
2.				
3.				
4.				
5.				

Nama Penuh Bapa: <i>Father's Full Name:</i>	Pekerjaan & Majikan: <i>Occupation & Employer:</i>	Umur: <i>Age:</i>	
Nama Penuh Ibu: <i>Mother's Full Name:</i>	Pekerjaan & Majikan: <i>Occupation & Employer:</i>	Umur: <i>Age:</i>	
Nama Adik Beradik/ <i>Brother's/ Sister's Name</i>	Pekerjaan & Majikan/ <i>Occupation & Employer</i>	Pertalian/ <i>Relationship</i>	Umur/ <i>Age</i>
1.			
2.			
3.			
4.			
5.			

C. LATARBELAKANG PELAJARAN / *EDUCATIONAL BACKGROUND*

Sekolah/ Universiti/ Institut/ Kursus <i>School/ University/ Institute/ Courses</i>	Negeri/ Negara <i>State/ Country</i>	Tarikh Dari <i>Date From</i>	Tarikh Hingga <i>Date To</i>	Pangkat diperolehi (sila lampirkan sijil) <i>Grade obtained (attached copies of certs)</i>
				SPM/ SPVM/ MCE Gred/ <i>O'levels Grade:</i>
				STPM/ HSC Gred/ <i>A'levels Grade:</i>
				Diploma:
				Ijazah/ <i>Degree:</i>
				Sarjana/ <i>Masters:</i>
				Kedoktoran / <i>Doctorate (PhD):</i>
				Keahlian Profesional/ <i>Professional Membership:</i>

D. KEGIATAN-KEGIATAN LAIN / *EXTRA MURAL ACTIVITIES*

Sukan: <i>Sports:</i>	Jawatan Yang Disandang: <i>Position Held:</i>
Kelab/ Persatuan/ Badan: <i>Club/ Societies/ Association:</i>	Jawatan Yang Disandang: <i>Position Held:</i>
Hobi/ Kegemaran Masa Lapang: <i>Hobbies/ Other Recreational Interest:</i>	

E. SEJARAH PEKERJAAN/ *EMPLOYMENT HISTORY*

Nyatakan butir-butir terperinci mengenai jawatan yang disandang dengan majikan dahulu dan sekarang (mulakan dengan majikan sekarang)
Please give details of previous and present employment (Start with present Employer).

Nama & Alamat Majikan (Sila Nyatakan) <i>Employer's Name & Address (Please State)</i>	Jenis Industri <i>Type of Industry</i>	Tarikh Dari <i>Date From</i>	Tarikh hingga <i>Date To</i>	Jawatan disandang & Tanggungjawab <i>Position Held & Key Responsibilities</i>	Gaji Akhir diperolehi <i>Last Drawn Salary</i>	Sebab-sebab berhenti <i>Reasons for leaving</i>

I. GANJARAN KINI / PRESENT REMUNERATION

Gaji Pokok Sekarang : <i>Current Basic Salary:</i>	Lain-lain Insentif/ <i>Other Incentive:</i>	Lain-lain Elaun (Sila nyatakan): <i>Other Allowances (Please state):</i>
Komisyen/ <i>Commission:</i>		
Gaji Yang Diminta/ <i>Expected Salary :</i> RM _____sebulan/ <i>per month</i>	Boleh dirunding/ <i>Negotiable</i> Ya/ <i>Yes</i> Tidak/ <i>No</i>	Notis Tamat Perkhidmatan yang diperlukan: <i>Termination Notice Required :</i>
Jika diterima, bilakah anda boleh mula bekerja ? <i>If engaged, when can you start work?</i>		

J. EMERGENCY CONTACT / HUBUNGAN SEMASA KECEMASAN

Hubungan: <i>Relationship:</i>	No. Telefon Bimbit / Telefon: <i>Handphone / Phone No:</i>
Nama Penuh: <i>Full Name:</i>	
Alamat Penuh: <i>Full Address:</i>	

K. PENGAKUAN KENYATAAN / STATEMENT DECLARATION

Saya akui bahawa,

1. Saya tidak pernah melakukan kesalahan jenayah atau diisytiharkan muflis di mana-mana negara.
2. Butir-butir yang dinyatakan di borang permohonan dan maklumat yang dilampirkan adalah benar keseluruhannya.
3. Saya tidak dengan sengaja menyembunyikan sebarang maklumat dan kenyataan.

Saya juga faham bahawa perkhidmatan saya akan ditamatkan dengan serta-merta sekiranya terdapat butir-butir atau maklumat palsu yang diberikan dalam borang ini.

I hereby declare that,

1. *I have not been convicted of a criminal offence or been declared bankrupt in any country.*
2. *The particulars in this application forms and documents attached hereto are true in every respect.*
3. *I have not willfully suppressed any material fact.*

I understand if any of the particulars supplied by me in this form are proved untrue, I am liable to be summarily dismissed.

Tandatangan Pemohon:
Applicant's Signature: _____

Tarikh:
Date : _____

FOR HUMAN RESOURCE & ADMINISTRATION USE

Date of Interview (1)	Date of Interview (2), if any	Date of Interview (3), if any	Status: () Selected () K.I.V. () Rejected
HIRING DETAILS (ONLY APPLICABLE FOR SELECTED CANDIDATE)			
Position:	Department:	Date of Joined:	Remuneration: (See following details)
Basic Salary:	Allowance Entitlement: Transport/M Meal Allowance: _____ Accommodation Allowance: _____ Attendance Allowance: _____ Shift Allowance: _____ Monthly Performance Bonus: _____ Others: Please specify _____		
Interviewer's Signatory	Head of Department's Signatory	Manager, HRA's Signatory <i>(Approval for executive and below level)</i>	Managing Director's Signatory <i>(Approval for managerial staff level)</i>
Name Date	Name Date	Name Date	Name Date

- *For Executive and above level interview session, interview assessment form must be attached along with the employment application form.*