



TITAN FORCE SDN BHD

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EMPLOYMENT APPLICATION FORM

Position Applied For:

HR ☐ FINANCE/ACCOUNTS ☐ ADMIN ☐ MARKETING ☐ IT ☐ PAYROLL ☐
DRIVER/DESPATCH ☐ INTERN ☐ OPERATION ☐

Affix
PHOTO
here

I. PERSONAL PARTICULARS

Full Name (as stated in NRIC)

Current Living Address:

Telephone No : (H/P) _____ (Home) _____

NRIC No : (New) _____ (Old) _____

Sex* : Male / Female (Age) _____

Date of Birth : _____ Place of Birth : _____

Race / Ethnic Origin : _____ Religion: _____ Nationality: _____

EPF Number : _____ Email Address : _____

Bank Name : _____ Account Number: _____ *(Please attached copy of details)*

Correspondence / Permanent Address:

Marital Status* : Single / Married / Widowed / Divorced *(Please CIRCLE)*

Sports and Hobbies: _____

Language and Dialects Proficiency:

Language	Speaking Proficiency (Very Good / Fair / Poor)	Writing Proficiency (Very Good / Fair / Poor)
1)		
2)		
3)		

**Delete whichever not applicable*

II. FAMILY PARTICULARS

Name of Spouse : _____ Occupation: _____

Number of Children : _____

Please state family particulars (Parent, Brother & Sister)

No.	Name	Profession	Age	Relationship

Emergency Contact, please provide 2 names and details (Next of Kin):

1) Name: _____ Contact No: _____ Relationship: _____

2) Name: _____ Contact No: _____ Relationship: _____

III. EDUCATIONAL PARTICULARS ** (Highest to Lowest Qualifications)

a) Name of Schools Attended (Primary / Secondary) – *Please provide academic certificates*

School / Institute	Year		Place	Qualification Obtained
	From	To		

b) College / University / Professional Membership & Certification – *Please provide academic certificates*

College / University	Year		Field of Study / Course	Qualification Obtained
	From	To		

Awards / Honours / Accolades / Achievements (*if any*) :

IV. EMPLOYMENT HISTORY** (*Latest Job First*)

Company / Firm Name & Address	Designation	Month / Year		Last Drawn Salary (RM)	Reason for Leaving
		Joined	Left		

**** Please enclose detailed CV / Resume (*if applicable*)**

V. OTHER INFORMATION

1. If you are employed with us, when can you start? _____
2. What is your notice period? _____
3. What is your expected salary? _____

4. Do you own a transport? * YES / NO
Type of vehicle: * Car / Motorcycle Model: _____ Registration No.: _____
5. Do you have Driving License? * YES / NO
Type of Class: _____ Issued: _____ Expiry: _____
6. Do you have any relatives working in this Company?
If YES, please state name relationship and position in the Company.

VI. REFERENCES

Name 2 persons (Previous Employer), their Company Name, Designation and the period had known you.

Full name		Full name	
Company		Company	
Contact No.		Contact No.	
Designation	Years Known	Designation	Years Known

VII. SKILLSET

Etiquette / Skills	Elaboration (<i>Explain in details</i>)
1.Time Management	
2. Team Work	
3. Problem Solving	
4.Softwares & Systems	
5. SQL/HR200/PAYROLL/MICROSOFT OFFICE/others (<i>Kindly stated</i>)	
6. Limitations	

VIII. DECLARATION * (Please CIRCLE)

1. Have you been, or are you suffering from any physical impairment of long-term disease? * YES / NO
If YES, please give details:

2. Have you ever been convicted for any criminal offence in a court-of-law of any country? * YES / NO
If YES, please give details:

3. For FEMALE applicant, are you currently pregnant? * YES / NO
4. I hereby certify that the above information is accurate and that no pertinent details have been withheld or misrepresented. If any information given above is subsequently found to be incorrect, incomplete or untrue, the Company has the right to terminate my employment without notice or compensation.

Applicant Signature: _____

Date: _____