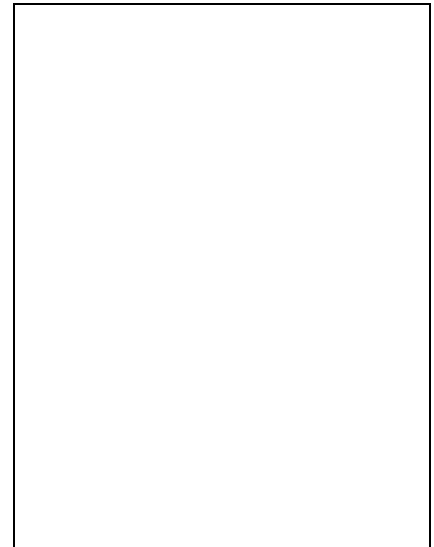


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## APPLICATION FOR EMPLOYMENT

<b>POSITION APPLIED FOR</b>	
<b>NAME OF APPLICANT</b>	
<b>DATE OF APPLICATION</b>	

**APPLICANT'S PASSPORT SIZE PHOTO:**



APPLICATION FOR EMPLOYMENT

PERSONAL DATA						
POSITION APPLIED FOR			NAME IN CHINESE (if applicable)			
FULL NAME						
PLACE OF RESIDENCE			HOME TEL. NO.			
			MOBILE PHONE NO.			
			OFFICE TEL. NO.			
			EMAIL ADDRESS			
			AGE		GENDER	
POSTAL ADDRESS						
MARITAL STATUS		State whether single/married engaged/registered /divorced/widowed	NO. OF CHILDREN	BELOW 10 YRS	10 TO 20 YRS	ABOVE 20 YRS
			To be filled only if you have children			
SPOKEN LANGUAGES/ DIALECTS (state if you are fluent, average or not familiar at all)	ENGLISH		DATE OF BIRTH			
	B.MALAYSIA		RACE			
	CANTONESE		DIALECT			
	MANDARIN		NATIONALITY			
	HOKKIEN		IC NO.			
	HAKKA		IC COLOUR			
	TEOCHEW		INCOME TAX NO.			
	OTHERS (please list if more than one)		EPF NO.			
			SOCSSO NO.			
			RELIGION			
To be filled only if you are married / engaged / registered						
NAME OF SPOUSE			OCCUPATION			
NAME OF CO.			TYPE OF BUSINESS			

EDUCATION			
YEAR	SCHOOL / COLLEGE / INSTITUTION / UNIVERSITY	LEVEL	MAJOR COMPLETED

**APPLICATION FOR EMPLOYMENT**

QUALIFICATION			
YEAR OBTAINED	CERTIFICATE / DIPLOMA / ADV. DIPLOMA / ASSOCIATE / BACHELOR'S / MASTERS / DOCTORATE DEGREE	GRADE	MAJOR

Applicants are required to furnish certified true copies of the qualifications stated above together with this application form for verification.

PROFESSIONAL QUALIFICATION		
YEAR OBTAINED	PROFESSIONAL ORGANISATION / SOCIETY / INSTITUTION	LEVEL / GRADE

To be filled in only if you are a member of a Professional Institution / Organisation / Society e.g. Malaysian Institute of Interior Designer (MIID) / MSID / IPDM / MMIM / ACCA / CSD / PAM / LAM / AIA / ASID etc. Applicants to provide certified true copies of the certificates issued by the professional body for verification.

COMPUTER SKILLS				
OTHER COMPUTER SKILLS List below other computer skills that you have which may include knowledge of software not listed in the next column, or computer programming, computer repairing and engineering skills. Also state level of competency of each skill.	GENERAL COMPUTER SKILLS			
	SOFTWARE	VERY GOOD	FAIR	NO SKILL
MICROSOFT WORD				
MICROSOFT EXCEL				
MICROSOFT ACCESS				
MICROSOFT OUTLOOK				
POWERPOINT				
AUTOCAD				
VERSION: _____				
VERSION: _____				
VERSION: _____				
VERSION: _____				
3D STUDIO MAX/VIZ				
ADOBE PHOTOSHOP				

Mark appropriate box with an "X" to indicate your level of competency for each of the software listed.



**APPLICATION FOR EMPLOYMENT**

OTHER OFFICE SKILLS			
TYPING SPEED		ACCOUNTING KNOWLEDGE	
SHORTHAND SPEED		ACCOUNTING LEVEL	
To be filled only by secretarial / clerical / admin / accounting applicants only.		To be filled by accounting applicants only.	

WORK EXPERIENCE					
YEAR	NAME OF COMPANY	POSITION HELD	LAST SALARY	JOB RESPONSIBILITY	REASON FOR LEAVING

Applicant to fill in all previous permanent jobs. You may request for additional paper if necessary. We reserve the right to call your previous employers to verify the information provided above and for further reference of your performance in the company. We may also request for copies of your present and past Appointment Letter and your last pay slip.

PRESENT JOB			
NAME OF COMPANY		DURATION WITH CURRENT COMPANY	
ADDRESS		PRESENT SALARY	
		CURRENT BENEFITS	
		REPORTING TO	
REASON FOR LEAVING			
CURRENT JOB SPECS			
Can we refer to your present employer regarding your performance and attitude? Please provide reason below should your answer be NO		YES	NO
Provide reason why you prefer us not to refer to your present employer with regards to your performance and attitude.			
All successful applicants are to furnish us with original copies of their last pay slip and Letter of Appointment.			



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FAMILY BACKGROUND			
NO. OF MEMBERS IN FAMILY		Please indicate each BROTHER'S OCCUPATION	
YOUR POSITION IN THE FAMILY			
FATHER'S OCCUPATION		Please indicate each SISTER'S OCCUPATION	
MOTHER'S OCCUPATION			
Kindly state the type of business as well should the occupation be "businessman / woman".			

OTHER INFORMATION			
DO YOU HAVE A CAR LICENSE?		DO YOU OWN A CAR?	
DO YOU HAVE A MOTORCYCLE LICNESE?		DO YOU OWN A MOTORCYCLE?	
ARE YOU A MEMBER OF ANY CLUB / SOCIETY? (IF YES, PLS PROVIDE NAME)		DO YOU HAVE ANY MEDICAL CONDITION THAT WILL AFFECT YOUR PERFORMANCE?	
ARE YOU A MEMBER OF ANY POLITICAL PARTY? (IF YES, PLS PROVIDE NAME)		DO YOU SUFFER FROM ANY OF THE FOLLOWING? (Please indicate "YES" or "NO")	HYPERTENSION
HAVE YOU BEEN CHARGED IN COURT?			DIABETES
WHAT ARE YOUR AMBITION / GOALS?			HIGH BLOOD PRESSURE
HOBBIES			HEART DIEASE
			MIGRAINE
			AIDS / HIV+
			COLOUR BLIND
		CANCER	
		ASTHMA	
		GASTRIC	
REASON FOR APPLYING THIS JOB			
HOW SOON CAN YOU START WORK		EXPECTED SALARY	



**APPLICATION FOR EMPLOYMENT**

REFEREES			
1 <sup>ST</sup> REFEREE		2 <sup>ND</sup> REFEREE	
NAME		NAME	
OCCUPATION		OCCUPATION	
NAME OF COMPANY		NAME OF COMPANY	
ADDRESS		ADDRESS	
TEL NO.		TEL NO.	
RELATIONSHIP		RELATIONSHIP	

Provide 2 referees for our reference. The referees that you list should not be your relative or immediate family member.

OTHER USEFUL INFORMATION
Kindly elaborate, based on your understanding of our Company Vision and our Rules of the Game, how you might contribute to this vision, if you were to join our company.

DECLARATION
I hereby declare that all information provided by me in this <b>Application for Employment Form</b> is true and accurate, and that <b>Neu Innerspace Kinetics Collaborative Sdn. Bhd.</b> (formerly known as S.I. Design Sdn. Bhd.) may terminate my services immediately without compensation or notice should any of this information provided by me is found to be untrue.
Signature
NAME: _____ DATE: _____



**APPLICATION FOR EMPLOYMENT**

FOR OFFICE USE						
REMARKS						
FINAL INTERVIEW	YES		NO		DATE OF FINAL INTERVIEW	
APPLICATION APPROVED?	YES		NO		REASON	
					SALARY	
START DATE					BENEFITS	
POSITION					STATUS CONFIRMED	
INTERVIEWED BY					SIGNATURE	
SIGNATURE						