

5 PREVIOUS EMPLOYMENT (most recent)*Majikan Yang Terdahulu*

From (mm/yy) <i>Dari</i>	To (mm/yy) <i>Hingga</i>	Name of Employer / Company <i>Nama Majikan</i>	Position <i>Jawatan</i>	Reason For Leaving <i>Sebab Berhenti</i>	Last Drawn Salary (RM) <i>Gaji Terakhir Diterima</i>

6 REFEREES / REFERENCES*Rujukan*Referees: (Provide details of 2 previous work Supervisor/ Manager) (*Kemukakan maklumat 2 orang pihak atasan /Supervisor*)Name (*Nama*)Position Held (*Jawatan*)Company (*Syarikat*)Contact No. (*No.dihubungi*)

(1) _____

(2) _____

Brief description of present/ last job duties and responsibilities. (*Nyatakan tentang kerja anda sekarang*)

7 LANGUAGE PROFICIENCY*Kemahiran Bahasa*

Language/Dialect <i>Bahasa / Dialek</i>	SPOKEN <i>(Bercakap)</i>			WRITTEN <i>(Menulis)</i>			UNDERSTANDING <i>(Pemahaman)</i>		
	Good <i>(Baik)</i>	Fair <i>(Sederhana)</i>	Poor <i>(Tidak baik)</i>	Good <i>(Baik)</i>	Fair <i>(Sederhana)</i>	Poor <i>(Tidak baik)</i>	Good <i>(Baik)</i>	Fair <i>(Sederhana)</i>	Poor <i>(Tidak baik)</i>

8 PARTICULARS OF IMMEDIATE FAMILY*Maklumat Ahli Keluarga*

Name (<i>Nama</i>)	Relationship (<i>Hubungan</i>)	Age <i>(Umur)</i>	Occupation (<i>Pekerjaan</i>)	Company (<i>Syarikat</i>)
	Spouse (Suami / Isteri)			
	Children 1 (Anak 1)			
	Children 2 (Anak 2)			
	Children 3 (Anak 3)			
	Children 4 (Anak 4)			
	Children 5 (Anak 5)			
	Children 6 (Anak 6)			
	Father (Bapa)			
	Mother (Ibu)			
	Sibling 1 (Adik-beradik 1)			
	Sibling 2 (Adik-beradik 2)			
	Sibling 3 (Adik-beradik 3)			
	Sibling 4 (Adik-beradik 4)			
	Sibling 5 (Adik-beradik 5)			
	Sibling 6 (Adik-beradik 6)			

9 OTHER INFORMATIONS

Maklumat-Maklumat Lain

- a) What is your hobby / sport ? _____
(Apakah hobi kegemaran / sukan anda)
- b) Next of kin or person to contact in case of emergency:- (Berikan 2 nama keluarga yang boleh dihubungi semasa kecemasan)
- Name: (Nama) _____ Relationship: (Hubungan) _____ Contact No: (No. Dihubungi) _____
- Name: (Nama) _____ Relationship: (Hubungan) _____ Contact No: (No. Dihubungi) _____
- c) Health Condition (Tahap kesihatan) Good (Baik) Fair (Sederhana) Poor (Tidak baik)
- If poor, please specify (Sekiranya tidak baik sila nyatakan): _____
- Any disability or handicap of any kind (Adakah anda mempunyai kecacatan dari apa segi? Yes (Ya) No (Tidak)
- If Yes, please specify (Sekiranya ada, sila nyatakan) _____
- d) Own Transport (Pengangkutan Sendiri) Yes (Ya) (Car / Motorcycle) (Kereta / Motorsikal) No (Tidak)
- e) Any relative/ friend work with RH Hotel? (Adakah anda mempunyai saudara / kawan bekerja dengan RH Hotel?
- Yes (Ya) No (Tidak)
- If yes, please state the name and positions (Jika Ya, sila nyatakan nama dan jawatan): _____
- f) For **female** candidate only. Please state whether you are now in pregnancy?
(Untuk calon perempuan sahaja. Sila nyatakan sama ada anda sedang mengandung sekarang?)
- No (Tidak) Yes (Ya) (Pls state how many month pregnancy, Sila nyatakan berapa bulan anda mengandung): _____
- g) Are you currently taking any course of study? Adakah anda sedang mengambil sebarang kursus pengajian?
- No (Tidak) Yes (Ya) (Specify Nyatakan): _____
- h) Have you previously been employed by any Rimbunan Hijau Group of Companies?
Adakah anda pernah diambil bekerja oleh mana-mana syarikat Rimbunan Hijau sebelum ini?
- No (Tidak) Yes (Ya) (Specify which company, sila nyatakan nama syarikat): _____
- i) Are you able to work on shift / on weekends? (Adakah anda sanggup bekerja ikut syif/pada hujung minggu?)
- No (Tidak) Yes (Ya)
- j) Are you willing to relocated? Adakah anda sanggup dipindahkan tempat kerja jika diminta oleh pihak pengurusan?
- No (Tidak) Yes (Ya)
- k) What is your strength? (Apakah kekuatan anda): _____
- l) What is your weakness? (Apakah kelemahan anda): _____
- m) How did you find out about this vacancy? Please circle. (Newspaper / Internet / Friends / Relatives / Walk-in)
Bagaimana anda mengetahui berkenaan kekosongan jawatan ini? Sila bulatkan. (Suratkhabr / Laman Web / Rakan / Saudara-mara / Walk-in).
- n) Computer proficiency (Kemahiran komputer, sila nyatakan): _____
- o) Have you ever been dismissed by a former employer or asked to leave the company's service due to any wrongdoings or conflicts with the company's interest?
(Adakah anda pernah diberhentikan kerja atau diminta meninggalkan syarikat atas sebab kesalahan dalam kerja atau mempunyai sebarang konflik berkaitan dengan kepentingan syarikat?)
- No (Tidak) Yes (Ya) (Specify nyatakan): _____

p) Have you been declare a bankruptcy? Yes No

q) Do you have any addiction? Please tick on the appropriate column.

(Adakah anda mempunyai sebarang ketagihan?) Sila tandakan pada petak yang berkenaan.

No (Tidak) Yes (Ya) \longrightarrow Drug (Dadah) Smoking (Rokok) Alcohol (Arak)

r) Do you have any Criminal record? (Adakah anda mempunyai rekod jenayah lampau?) Yes (Ya) No (Tidak)

If yes, please state (Jika Ya sila nyatakan): _____

10 DECLARATION BY APPLICANT

Pengesahan daripada pemohon

I understand and agree that, should the Company offer me based on the above representation, the details as stated herein shall form part of the terms of the contract of employment. I hereby declare that the above personal particulars to be true and correct, and that any false/misleading statement herein shall make me liable to disciplinary action and/or instant dismissal. I also authorize the Employer to make such investigations and background inquiries in relation to the above as may be necessary in connection with my personal details given herein and absolve the Employer from any liability arising from its reliance and use of the information given.

Applicant's Signature (Tandatangan pemohon)

Date (Tarikh)

PART B - FOR INTERVIEWER USE ONLY

Position Offer: _____	Company: _____
Commence Date: _____	Recommended Pay: (Before Confirmation) Basic RM _____ Allowance RM _____ (After Confirmation) Basic RM _____ Allowance RM _____
Recommend for recruitment Yes <input type="checkbox"/> No <input type="checkbox"/> KIV <input type="checkbox"/> Remarks (if any): 	

Interviewed by: -

Name: _____

Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____