



**GENERAL MANAGER
ADMIN & HUMAN RESOURCES DEPARTMENT
UNIVERSITI SELANGOR (UNISEL)
Kampus Bestari Jaya
Jalan Timur Tambahan
45600 Bestari Jaya
Selangor Darul Ehsan, Malaysia
Application for Employment**

Post applied for : _____
Faculty/Department : _____
Remuneration Expected : _____
**One form for one position only.*

PHOTO
Please affix
Recent passport
Size photograph
Scan
Picture/scenery
Not Allowed

I PERSONAL DETAILS

Full Name (per IC)
*Mr/Mrs/Ms : _____ Place of Birth : _____
Passport/NRIC No. : _____ Date of Birth : _____
Address Permanent : _____ Nationality : _____
_____ Religion : _____
Tel No. Office : _____ Home : _____ H/P : _____
Age : _____ Marital Status : _____ Race : _____
Correspondence : _____ E-Mail : _____

In Case of Emergency

Person to be contacted : _____ Contact No : _____
Address : _____
Relationships : _____

II EDUCATION (Please attach all relevant certificates)

Name of school/College/University	Diploma/Degree/ Master/Ph.D	Year End/Year Of Graduation	Field	Highest Standard (CGPA)

Please delete whichever is not applicable

III EMPLOYMENT HISTORY (Please attach all relevant testimonials)

NAME OF COMPANY & CONTACT NO (Begin with Present Employer)	Position Held	From	To	Basic Salary	Allowance
	Job Responsibilities :				
	Reason for Leaving :				
	Job Responsibilities :				
	Reason for Leaving :				
	Job Responsibilities :				
	Reason for Leaving :				

Have you worked in this Company before? YES NO

If "Yes", provide the following details :

Date joined : _____ Position : _____

Department : _____ Last Salary : _____

Have you been terminated/dismissed/suspended from the service of any employer? YES NO

If yes, please give details : _____

IV PERSONAL REFERENCE

Name	Contact No.	Profession	Years Known To You

V PROFESSIONAL EDUCATION

From	To	Institution	Course Name

VI ACTIVITIES

1. Of what Associations/Societies were/are you a member?

In School/Institute/Elsewhere	Position Held	Approximate Dates

2. Present hobbies/Interest/Sports : _____

VII GENERAL

1. Languages/Dialects Written/Spoken? _____

2. Have you ever been convicted of criminals offence
If Yes, give details : _____

YES NO

3. Do you have any relatives/friends in our organization?
If Yes, give details : _____

YES NO

4. Are you drug dependor? (i.e morphine, cannabis, ecstasy?)
If Yes, give details : _____

YES NO

5. Do you suffer any health problem?
If Yes, give details : _____

YES NO

I declare that to be the best of my knowledge, the particulars provided are true and I hereby give my consent to be University to check my employment records with my previous employers. I am aware that any false or misleading statements made by me will be cause for dismissal of employed.

Signature of Applicant

Date

FOR OFFICE USE

Result: Hired Reserves (KIV) Rejected

Human Resources

Date

Date of Commencement : _____ Starting Salary : _____

Date of Interview : _____ Interviewer : _____

Department : _____ Position : _____