



# SUMATEC RESOURCES BERHAD

(428355-D)

## EMPLOYMENT APPLICATION FORM

Latest Photo

POSITION APPLIED FOR :

### A PERSONAL DATA

Full Name (as in Passport or NRIC and please fill in Block Letters) :

Address (Permanent) :

Tel No :

E-mail :

Address (Correspondence) :

Tel No

Office :

Home :

Mobile :

Age :

Date of Birth :

Passport / NRIC No :

Race :

Sex :

Place of Birth :

Religion :

Marital Status :

Bank Account No :  
( Maybank)

EPF No :

SOCSSO No :

Income Tax No :

### B FAMILY DATA

#### B1 SPOUSE

Full Name :

Occupation :

#### B2 CHILDREN

Name

Age

Sex

Occupation / School

#### B3 PARENTS

Father's Name :

Occupation :

Mother's Name :

Occupation :

### C EDUCATION PARTICULARS

School / College / University

Certificate / Diploma / Degree / Master

Grade /  
CGPA

Year

From

To

<b>D</b>	<b>PROFESSIONAL MEMBERSHIP</b>		<b>Year Obtained</b>	
	<b>OTHER TRAININGS / SKILL ATTENDED</b>			

<b>E EMPLOYMENT DATA</b>					
Date		Employer & Address	Position / Duties	Last Drawn Salary	Reason for Leaving
From	To				

**BRIEF DESCRIPTION OF PRESENT JOB FUNCTIONS :**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>F</b>	<b>LANGUAGE (Tick appropriate box)</b>	Spoken			Written		
		Good	Fair	Poor	Good	Fair	Poor
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>G</b>	<b>ADDITIONAL INFORMATION</b>	No	Yes	If Yes, please explain
		<input type="checkbox"/>	<input type="checkbox"/>	
	Physical defects	<input type="checkbox"/>	<input type="checkbox"/>	
	Pregnant (for female applicant only)	<input type="checkbox"/>	<input type="checkbox"/>	
	Health problem (e.g. disease / illness)	<input type="checkbox"/>	<input type="checkbox"/>	
	Have you undergone any major surgery?	<input type="checkbox"/>	<input type="checkbox"/>	
	Have you ever been convicted for any offences in a court of law in any country?	<input type="checkbox"/>	<input type="checkbox"/>	
	Are you a bankrupt now? or, Has any Bankruptcy proceedings been initiated against you presently?	<input type="checkbox"/>	<input type="checkbox"/>	

<b>H REFERENCES</b>				
1	Name		Company	
	Position		Contact No.	
2	Name		Company	
	Position		Contact No.	
3	Name		Company	
	Position		Contact No.	

<b>I OTHER</b>		
1	What is the notice period you have to give to your present employer?	
2	What is your expected salary?	

I hereby declare that to the best of my knowledge and belief, the information given in this application form is correct. I understand that if it is subsequently detected that I have willfully given any false information, my application will be disqualified. If I have been appointed, the company reserves all the rights to terminate my employment without any further notice.

<b>APPLICANT'S SIGNATURE</b>		<b>DATE</b>	
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## INTERVIEWER EVALUATIONS

### OVERALL RATING

Excellent	Good	Acceptable	Marginal	Unacceptable

<b>Name :</b>	
<b>Position Applied for :</b>	
<b>Qualification :</b>	
<b>Special Training / Skills :</b>	(Professional Courses, Computer Software etc)
<b>Earliest Availability :</b>	

### SUMMARY OF EXPERIENCE

<b>Design</b>	Yrs	<b>Type of Industry worked :</b> _____ _____ _____ (Oil & Gas, Construction, Infrastructure, High Rise, etc) <b>Worked in Malaysia before :</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Worked in Overseas before :</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>When / Where :</b> _____ _____ _____ _____ _____ _____ _____ _____ _____ _____
<b>Procurement</b>	Yrs	
<b>Estimation / Scheduling</b>	Yrs	
<b>Construction</b>	Yrs	
<b>Testing / Commissioning</b>	Yrs	
<b>Others</b>	Yrs	
<b>Total Years of Experiences</b>	Yrs	

### SUMMARY OF ASSESSMENT RATING

(Tick appropriate box)

	Low	Below Average	Average	Above Average	Excellent
<b>EDUCATION</b> Degree, Grade, Training, Courses, Self-Study relevant to position being considered					
<b>TECHNICAL CAPABILITY</b> Ability to convey ideas / information clearly and concisely, knowledgeable in own field and resourceful					
<b>PERSONALITY</b> Exhibits professional integrity, self confidence, initiative and enthusiastic					
<b>APPEARANCE</b> Generally presentable, neat and tidy					

<b>K</b>	<b>PROBATION EVALUATION SHEET</b> (OFFICE USE ONLY)
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Name :		Date Joined :	
Position :		Due Date :	

<b>K1</b>	<b>COMMENTS BY EMPLOYEE'S SUPERIOR</b>
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<b>K2</b>	<b>RECOMMENDATION (Tick appropriate box)</b>
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Issue Letter of Confirmation with Salary Revision effective : \_\_\_\_\_  
Revised Salary : From RM / USD \_\_\_\_\_ (Current) to RM / USD \_\_\_\_\_

Issue Letter of Confirmation without Salary Revision

Extend Probation Period by \_\_\_\_\_ months

Terminate Service effective from (date) : \_\_\_\_\_

<b>K3</b>	<b>RECOMMENDED BY :</b>
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SIGNATURE :		NAME :		DATE :	
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<b>K4</b>	<b>REVIEWED BY HR/ADMIN DEPT :</b>
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SIGNATURE :		NAME :		DATE :	
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**REMARKS :**

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<b>K5</b>	<b>APPROVED BY : (MD / EVC / CEO)</b>
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SIGNATURE :		NAME :		DATE :	
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**REMARKS :**

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