

Chartered Quantity Surveyors & Construction Cost Consultants
No. 26, Jalan 4/62A, Bandar Menjalara, 52200 Kuala Lumpur.
Tel.: 03-6277 4921/5921/6921

EMPLOYMENT APPLICATION FORM

POST : Contract Executive/Senior Executive/Other post*

Name :		Date :	
I.C. No.:		Age:	
Email address:		H/p No.:	
Date of Birth:		Place Of Birth:	
Marital Status:	Single/Married/Divorced*	Religion:	Muslim/Buddhist/Christian/Other*
Income Tax No.:		EPF No.:	
Current Salary		RM	
Expected Salary		RM	
Expected Date of Employment (reason if any)		Date:	
Car ownership		Own/Parent/None/other*	

*Delete whichever is not applicable

Name Of School/College/ University Attended:	Location	Year		Highest Exam Passed Certificate/Diploma/Degree (State CGPA Score)	Details of awards (Dean List etc) during the study
		From	To		
1. Secondary					
2. College					
3. University					

DETAIL OF INDUSTRIAL TRAINING

Name Of Firm:		
Training Period:	From: To:	From: To:
Monthly Allowance:		

DETAIL OF PREVIOUS EMPLOYMENT

	Previous Employer	Last Employer
Name Of Employer:		
Working Period:	From: To:	From: To:
Last Position Held: Last Drawn Salary:		
Reason For Leaving:		
Details of Seminar/Workshop (BIM,GBI)attended		

Fill the following particulars for record purpose in case of emergency.

i)	a)	Name of Father:	Datuk/Dato'/Mr. Occupation/Position: Contact No.:
	b)	Name of Mother:	Dato/Datin/Mdm. Occupation/Position: Contact No.:
ii)	a)	Current Address:	
	b)	Permanent Address:	
iii)	a)	If Married, (Name of Spouse):	Name: Contact No.: Occupation/Position: Name of Company: Address of Company: Tel. No.:
	b)	<u>Children</u> Name & Age of 1 st Child: Name & Age of 2 nd Child: Name & Age of 3 rd Child: Name & Age of 4 th Child:	
iv)	a)	If Single, (Name of Next of Kin): (or Brother/Sister)	Name: Occupation/Position: Contact No.: Related As:

Complete the following particulars.

	Description		Skill/Proficiency (Tick whichever is applicable)			
Item	Description	Type	Excellent	Good	Average	Poor
i)	Computer Knowledge	Microsoft				
ii)	Computer Design Software	Autocad				
iii)	BQ Soft ware	Glodon				
		Cost X				
		BIM				
iv)	Language Proficiency	Bahasa Malaysia				
		English				
		Chinese				
		Other				

Indicate your choice as below:
(Tick whichever is your choice)

Item	Description	Keen	Reluctant	No/Not Interest
i)	Willing to work overtime			
ii)	Willing to travel for outstation project			
iii)	Willing to do measurement			
iv)	Willing to attend seminar/workshop/internal training			
v)	Willing to increase knowledge by reading/attending short course			

I declare that all information given in this application is correct and true. I understand that any false information given may render me liable, if employed, to dismissal.

Date:

Signature of Applicant: