



JAYA SATRIA MEDIAKOM SDN. BHD. (Reg. No.: 484553 V)  
Suite E09-03, Plaza Mont' Kiara  
2 Jalan Kiara, Mont' Kiara  
50480 Kuala Lumpur

Tel: (603) 6201 7818

Fax: (603) 6203 5697

## EMPLOYMENT APPLICATION

Position Applied For \_\_\_\_\_

### PERSONAL PARTICULARS

<b>Name</b>	_____		
	<i>(as appeared in I/C)</i>		
<b>Address</b>	_____		
	_____		
	_____		
	_____		
<b>Telephone No.</b>	_____		
<b>Handphone No.</b>	_____		
<b>NRIC</b>	_____	<b>Date of Birth</b>	_____
		<b>Place of Birth</b>	_____
<b>Nationality</b>	_____	<b>Sex</b>	_____
		<b>Marital Status</b>	_____
<b>Religion</b>	_____	<b>Race</b>	_____
<b>EPF No.</b>	_____	<b>SOCSSO No.</b>	_____
		<b>I/Tax File No.</b>	_____

Attach  
Photograph

Please fill in the following *(if married)*

<b>Name of Spouse</b>	_____		
<b>Place of Work</b>	_____		
	_____		
	_____		
<b>Telephone No.</b>	_____	<b>Occupation</b>	_____
<b>I/C No.</b>	_____	<b>No. of Children</b>	_____
<i>Please list names of children, sex and dates of birth</i>			
<b>Names</b>	<b>Sex</b>	<b>Date of Birth</b>	

**WORK EXPERIENCE** (Please begin with the present job)

Start Date	End Date	Job Title/Responsibilities		Company Details	
		Title Resp.		Name _____	Address _____
		Tel No. _____			
		Starting Salary RM _____ (per month)			
		Ending Salary RM _____			

Start Date	End Date	Job Title/Responsibilities		Company Details	
		Title Resp.		Name _____	Address _____
		Tel No. _____			
		Starting Salary RM _____ (per month)			
		Ending Salary RM _____			

Start Date	End Date	Job Title/Responsibilities		Company Details	
		Title Resp.		Name _____	Address _____
		Tel No. _____			
		Starting Salary RM _____ (per month)			
		Ending Salary RM _____			

**ACADEMIC AND PROFESSIONAL QUALIFICATIONS**

Name of School/Institution	Starting Year	Ending Year	Academic Achievement

**TRAINING**

Name of Training	Starting Year	Ending Year

**SOFTWARE FAMILIARITY** *(Please tick (✓) the appropriate columns)*

Name of Software	Excellent	Good	Fair



**WORK EXPECTATION** *(if offered employment by our firm)*

<b>Monthly Salary Expected</b>	RM _____
<b>Date Available</b>	_____
<p>All representations by me in this data sheet are, to the best of my knowledge and belief, true and correct and I have not knowingly omitted any related information of any adverse nature.</p>	
Signature	Date

**NOTE: Please attach your relevant qualifications together with this application.**

**FOR OFFICE USE ONLY**

<b>Commencement Date</b>	_____	
<b>Basic Salary</b>	RM _____	<b>Other Allowance (specify)</b> RM _____
<b>Reporting Superior</b>	_____	
<b>Job Level</b>	_____	<b>Category</b> _____
<b>Remarks</b>	_____	
	_____	

Verified By (Hiring Manager)		Approved By (Head of Company)	
<b>Signature</b>		<b>Signature</b>	
<b>Name</b>		<b>Name</b>	
<b>Date</b>		<b>Date</b>	