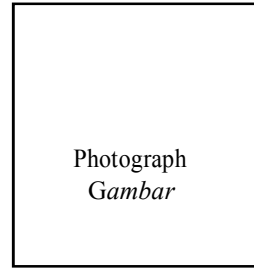




**The Malaysian Water
Association**

**JOB APPLICATION FORM
BORANG PERMOHONAN PEKERJAAN**



POSITION APPLIED FOR: <i>JAWATAN YANG DIPOHON:</i>	
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**INSTRUCTION TO APPLICANTS
ARAHAN KEPADA PEMOHON**

1. Please print throughout. If it is not applicable, state "N/A"
Sila isi borang ini dengan terang. Jika tiada berkaitan, isikan "TIADA"
2. Job Application Forms must be attached with the following documents :
Semua salinan sijil hendaklah dilampirkan bersama-sama borang ini.
- I. Academic Certificate/Transcript
Sijil/Transkrip Akademik
 - II. Copy of MyKad/Passport
Salinan MyKad/Pasport
 - III. Copies of latest 3 months payslips
Salinan 3 bulan slip gaji terbaharu
 - IV. Latest Resume
Resume Terkini

**PERSONAL PARTICULARS
BUTIRAN PERIBADI**

Name (As per NRIC): <i>Nama (Mengikut K.P.):</i>		Alias (if any)		
Present Address: <i>Alamat Sekarang:</i>		Permanent Address If Different: <i>Alamat Tetap Jika Berlainan:</i>		
House Tel. No: <i>No. Tel. Rumah:</i>		Office Tel. No: <i>No. Tel. Pejabat:</i>		
E-mail Address (If Any): <i>Alamat Emel (Jika Ada):</i>		Mobile Phone No: <i>No. Tel. Bimbit:</i>		
Date of Birth: <i>Tarikh lahir:</i>	Place of Birth: <i>Tempat lahir:</i>	Age: <i>Umur:</i>	Weight: <i>Berat:</i>	Gender: <i>Jantina:</i> Male Female <input type="checkbox"/> <i>Lelaki</i> <input type="checkbox"/> <i>Perempuan</i>
NRIC No. (New): <i>No. K.P. (Baru):</i>	Passport No: <i>No. Pasport:</i>	Height: <i>Ketinggian:</i>	Valid Driving Licence: <i>Lesen Memandu Yg Sah:</i> Yes No <input type="checkbox"/> <i>Ada</i> <input type="checkbox"/> <i>Tiada</i> Class: <i>Kelas:</i>	
Nationality: <i>Kerakyatan:</i>	Race: <i>Bangsa:</i>	Religion: <i>Agama:</i>	Marital Status: <i>Status Perkahwinan:</i> Single Divorced <input type="checkbox"/> <i>Bujang</i> <input type="checkbox"/> <i>Bercerai</i> Married Widowed <input type="checkbox"/> <i>Berkahwin</i> <input type="checkbox"/> <i>Balu/Duda</i>	

For Married Applicant, <i>Bagi Yg Berkahwin,</i>			
Name of Spouse: <i>Nama Suami/isteri:</i>	Occupation: <i>Pekerjaan:</i>	Company: <i>Majikan:</i>	No. of Children: <i>Bil. Anak:</i>
For Female Applicant, Are you pregnant at this time of application? If yes, please state the due date. <i>Untuk pemohon wanita,</i>		<input type="checkbox"/> Yes <i>Ya</i>	<input type="checkbox"/> No <i>Tidak</i>
Adakah anda mengandung semasa membuat permohonan ini? Jika ya, sila nyatakan tarikh anda dijangka bersalin.		Expected Due Date : <i>Jangkaan Tarikh Bersalin :</i>	

FAMILY BACKGROUND
LATAR BELAKANG KELUARGA

Name: <i>Nama:</i>	Age <i>Umur</i>	Relationship: <i>Perhubungan:</i>	Education Level: <i>Taraf Pendidikan:</i>	Name of Employer & Occupation : <i>Nama Majikan & Jawatan</i>

EDUCATION
PENDIDIKAN

School/College/University <i>Sekolah/Kolej/Universiti</i>	Period <i>Tempoh</i>		Degree/Diploma/Certificates Obtained <i>Ijazah/Diploma/Sijil Diperolehi</i>	Major in <i>Pengkhususan</i>
	From <i>Dari</i>	To <i>Hingga</i>		

PROFESSIONAL MEMBERSHIP
AHLI PROFESIONAL/IKHTISAS

Name of Associates <i>Nama Persatuan</i>	Member since <i>Ahli sejak</i>	Type of membership <i>Jenis keahlian</i>

COMPUTER SKILLS & KNOWLEDGE
KEMAHIRAN & PENGETAHUAN BERKOMPUTER

Please state your computer skills & knowledge <i>Sila nyatakan kemahiran & pengetahuan berkomputer anda</i>
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LANGUAGE PROFICIENCY
KECEKAPAN BAHASA

Language/Dialects <i>Bahasa/Loghat</i>	Written <i>Penulisan</i>			Spoken <i>Pertuturan</i>		
	Fluent <i>Fasih</i>	Fair <i>Sederhana</i>	Slight <i>Kurang Baik</i>	Fluent <i>Fasih</i>	Fair <i>Sederhana</i>	Slight <i>Kurang Baik</i>

EMPLOYMENT HISTORY (Please state in chronological order)
PENGALAMAN PEKERJAAN (Mula Dari Yang Terkini)

From <i>Dari</i>	To <i>Hingga</i>	Employer (Name/Address) <i>Majikan (Nama/Alamat)</i>	Position & Responsibilities (Brief Description) <i>Jawatan & Tanggungjawab (Butir-butir yang ringkas)</i>	Last Drawn Salary <i>Gaji Akhir</i>	Reason(s) for Leaving <i>Sebab berhenti</i>

May we contact your present and past employers for reference checks?

Bolehkah kami menghubungi majikan anda dulu dan kini sebagai rujukan bagi kami?

Yes
Ya

No
Tidak

REMUNERATION
PENGAJIAN

Present Salary & Benefits <i>Gaji Sekarang & Faedah-faedah Lain</i>	Expected Salary & Benefits <i>Gaji & Faedah-faedah Lain Yang Diharapkan</i>

CAREER OBJECTIVES**OBJEKTIF KERJAYA**

What are your career objectives?

Apakah objektif kerjaya anda?

LEISURE ACTIVITIES**AKTIVITI MASA LAPANG**

Hobbies/Sports/Interest

Kegemaran/Sukan/Minat

Membership of Societies/Clubs and Position Held:

Keahlian Persatuan/Kelab dan Jawatan yg disandang

FURTHER INFORMATION**MAKLUMAT YANG LAIN**

Use this space to give any additional information in support of your application (e.g.-aims, ambitions, special aptitudes):

Gunakan ruang ini untuk butir lanjut yang boleh menyokong permohonan anda (contoh -matlamat, cita-cita, sikap yang istimewa)

GENERAL**UMUM**

Have you been, or are you suffering from any physical impairment or disease? If yes, please give details.

Yes

No

Ya

Tidak

Adakah anda pernah atau menghidapi kecacatan anggota atau mental? Jika ya, sila nyatakan.

Have you ever been convicted of a crime in any country? If yes, please explain.

Yes

No

Ya

Tidak

Adakah anda pernah disabitkan kesalahan dimana-mana negara? Jika ya, sila nyatakan

Are you bankrupt or being prosecuted by financial institution? If yes, please explain.

Yes

No

Ya

Tidak

Adakah anda bankrup atau didakwa oleh institusi kewangan? Jika ya, sila nyatakan

Do you have any friends or relatives who are currently or going to be employed by any company within MWA Group of Companies or any of its divisions or subsidiaries? If yes, please indicate in below columns :-

Yes

No

Ya

Tidak

Adakah anda mempunyai keluarga/kawan yang sedang atau akan bekerja di sebuah syarikat di bawah MWA Group of Companies atau mana-mana bahagian atau anak syarikatnya. Jika ya, sila nyatakan di kolum di bawah.

Name:

Nama:

Company:

Syarikat :

Division:

Bahagian:

Relationship :

Pertalian :

Do you have any relatives who are currently or going to be employed by a company or any of its divisions or subsidiaries which has dealings with or are competitors of MWA Group of Companies? If yes, please indicate in below columns: -

Yes

No

Ya

Tidak

Adakah anda mempunyai keluarga yang sedang atau akan bekerja di sebuah syarikat atau mana-mana bahagian atau anak syarikatnya yang mana syarikat tersebut mempunyai urusan dengan atau merupakan pesaing kepada MWA Group of Companies. Jika ya, sila nyatakan di kolum di bawah.

Name:

Nama:

Company:

Syarikat:

Position:

Jawatan:

Relationship:

Pertalian:

AVAILABILITY**TARIKH MULA BEKERJA**

Period of notice required by your present employer, if any:

Tempoh notis berhenti kerja yang dikehendaki oleh syarikat anda, sila nyatakan:

Date available to join:

Tarikh boleh mula berkerja:

CHARACTER REFEREES**RUJUKAN KEPERIBADIAN**

Give particulars of two persons who know you well (other than relatives) with regards to your character and work performance. One of these should know you in an official capacity, preferably as your superior in some previous employment. *Sila berikan nama dua orang kenalan yang mengenali anda (bukan ahli keluarga) berkenaan keperibadian dan pencapaian kerja. Satu daripadanya mestilah mengenali anda di pejabat, samada pegawai atau ketua di tempat anda bekerja.*

Name <i>Nama</i>	Occupation <i>Pekerjaan</i>	Company Name <i>Nama Syarikat</i>	Contact No. <i>No. Telefon</i>	Period Known <i>Jangka Masa Mengenali</i>

DECLARATION**PENGAKUAN**

I hereby affirm that the information given in this application is correct. I understand that upon discovery of any falsification or incorrect information given herein, my application would be disqualified or if the discovery occurs after confirmation of appointment, it will be immediate grounds for dismissal

Saya dengan ini mengesahkan bahawa maklumat yang diberi di dalam permohonan ini adalah benar. Saya faham jika didapati terdapat penipuan atau maklumat palsu di dalam permohonan ini, maka permohonan saya dianggap batal dan sekiranya saya telah dilantik, ia akan serta merta mengakibatkan pemberhentian perkhidmatan.

Date: _____ Signature: _____

Tarikh: _____ Tandatangan: _____

Where did you first hear about this vacancy?

Bagaimana anda mengetahui tentang kekosongan jawatan ini?

MWA Portal
Portal MWA

Newspaper:
Suratkhabar:

Please specify
Sila nyatakan

Employment Agency:
Agensi Pekerjaan:

Please specify
Sila nyatakan

Online Job Portal:
Portal Pekerjaan Atas Talian:

Please specify
Sila nyatakan

Career Fair :
Karnival Kerjaya:

Please specify
Sila nyatakan

Referral
Rujukan Pekerja

Please specify the employee's name
Sila nyatakan nama pekerja

Others
Lain lain:

Please specify
Sila nyatakan

FOR HR USE ONLY
UNTUK KEGUNAAN HR

CHECKLIST
SENARAI SEMAKAN

Application Status To Hire Rejected KIV Others : _____

If Hired, please provide HR Reference Number : _____