

VACANCY FORM

STAFF NO. : _____ EPF NO. : _____
 NAME (as per IC) : _____
 _____ (CHINESE)
 I/C NO. : (OLD) _____ (NEW) _____
 DATE OF BIRTH : _____ AGE : _____
 NATIONALITY : _____ RACE : _____ SEX : _____
 RESIDENT ADDRESS : _____

PASSPORT
SIZE PHOTO

CONTACT TELEPHONE NO. : (Home) _____ (HP) _____
 Email : _____
 CORRESPONDENCE ADDRESS : _____

INCOME TAX NO. : _____ BRANCH OF OFFICE : _____
 MARITAL STATUS : _____ (SINGLE, MARRIED, DIVORCED, WIDOWED)

IF MARRIED, PLEASE STATE :-

NAME OF SPOUSE : _____
 SPOUSE I/C NO. : (OLD) _____ (NEW) _____
 OCCUPATION OF SPOUSE (IF EMPLOYED) : _____
 INCOME TAX FILE NO. : _____ BRANCH OF OFFICE : _____
 TOTAL OF CHILDREN IN YEAR AT 1ST OF JANUARY _____ : _____

CHILDREN LESS THAN 18 YEARS OLD AT 1ST OF JANUARY

No.	Name of Child	Study (v)	Disable Child (v)	Date of Birth

CHILDREN ABOVE 18 YEARS OLD AT 1ST JANUARY (still study)

No.	Name of Child	Diploma (v)	Degree (v)	Disable Child (v)	Date of Birth

PRESENT STATE OF HEALTH : _____

EDUCATION QUALIFICATION :

<u>SCHOOL / INSTITUTE</u>	<u>CERTIFICATE</u>	<u>GRADE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

LANGUAGES AND DIALECTS

SPOKEN : _____
WRITTEN : _____
POSITION APPLYING FOR : _____

EXPERIENCE IN POSITION APPLYING FOR

<u>NAME OF COMPANY</u>	<u>PERIOD OF SERVICE</u>	<u>POSITION HELD</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

REFEREES

NAME : _____ TEL. NO. : _____
NAME : _____ TEL. NO. : _____

PRESENT SALARY : _____

EXPECTED SALARY : _____

START WORK : _____

REMARKS : _____

APPROVED / REJECTED

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SIGNATURE

DATE : _____

P/S : BANK NAME _____
BANK A/C NO. _____