

## APPLICATION OF EMPLOYMENT

### GENERAL INFORMATION

1. This application form must be completed accurately and required to make the appropriate selections (**CIRCLE** whichever is applicable).
2. The personal data collected herein will be processed, retained, and used by the Company in compliance with the **Personal Data Protection Act 2010 (PDPA)**. All personal data will be kept confidential and will not be disclosed to any third party without prior consent.
3. Applicant must ensure that all personal data provided is accurate, complete, not misleading, kept up-to-date.
4. In the event that an employment is offered to you, the information contained herein, will form part of your records.

#### Position Applied:

1) \_\_\_\_\_ Expected Salary : RM \_\_\_\_\_  
2) \_\_\_\_\_ Availability Date : \_\_\_\_\_

Please affix a  
recent passport  
size photo

### PART A : APPLICANT'S PERSONAL INFORMATION

Full Name : \_\_\_\_\_  
NRIC No. : \_\_\_\_\_ Nationality : \_\_\_\_\_  
Gender : Male / Female Age \_\_\_\_\_ Place of Birth : \_\_\_\_\_  
Permanent Address : \_\_\_\_\_  
Current Address : \_\_\_\_\_  
Email Address : \_\_\_\_\_ Marital Status: Single / Married / Divorced  
Telephone (Mobile) : \_\_\_\_\_ Race : \_\_\_\_\_ Religion : \_\_\_\_\_  
Own a vehicle : Yes / No Driving License Type : \_\_\_\_\_ Height & Weight: \_\_\_\_\_ cm \_\_\_\_\_ kg

### PART B : EDUCATIONAL BACKGROUND

Please provide your educational background starting from SPM and above.

No.	School/Institution/University	Course	Year Attended	Grade
			to	
			to	
			to	
			to	
Additional Qualification: (eg: MIA/ACCA/CPA/LCCI/UBS/SHORTHAND/TYPING/Any Professional Body)			Level:	

### PART C : EMPLOYMENT HISTORY

Begin with your **PRESENT** or the **MOST RECENT EMPLOYER** with at least **TWO (2) past** employment records in consecutive order.

If currently employed, may we contact your present employer? (Yes / No)

Company : \_\_\_\_\_ Last Drawn Salary : \_\_\_\_\_  
Position held : \_\_\_\_\_ Date Joined : \_\_\_\_\_  
Reason for Leaving : \_\_\_\_\_ Date Resigned : \_\_\_\_\_  
Name of Supervisor : \_\_\_\_\_ Contact Number : \_\_\_\_\_

Company : \_\_\_\_\_ Last Drawn Salary : \_\_\_\_\_  
Position held : \_\_\_\_\_ Date Joined : \_\_\_\_\_  
Reason for Leaving : \_\_\_\_\_ Date Resigned : \_\_\_\_\_  
Name of Supervisor : \_\_\_\_\_ Contact Number : \_\_\_\_\_

Company : \_\_\_\_\_ Last Drawn Salary : \_\_\_\_\_  
Position held : \_\_\_\_\_ Date Joined : \_\_\_\_\_  
Reason for Leaving : \_\_\_\_\_ Date Resigned : \_\_\_\_\_  
Name of Supervisor : \_\_\_\_\_ Contact Number : \_\_\_\_\_

**PART D : FAMILY DETAILS****Particulars of Applicant's Spouse and Children.**

Name of Spouse : \_\_\_\_\_

Occupation : \_\_\_\_\_

Company Name : \_\_\_\_\_

No. of Children(s) : \_\_\_\_\_

No.	Full Name	Gender	Date of Birth	School/Institution/University

**Particulars of Applicant's Parents and Sibling.**

Name of Father : \_\_\_\_\_

Occupation : \_\_\_\_\_

Company Name : \_\_\_\_\_

Name of Mother : \_\_\_\_\_

Occupation : \_\_\_\_\_

Company Name : \_\_\_\_\_

No. of Sibling(s) [Brother &amp; Sister]: \_\_\_\_\_

No.	Full Name	Gender	Age	Occupation	Employer/School

Relatives employed by any of the SOPB Group of Companies? ( **Yes / No** ) If yes, please specify:

No.	Full Name	Department/Location (Estate/Mill)	Relationship

**PART E : STRENGTH AND SKILL OF APPLICANT**

Please indicate by using the following indicator number. :

[1. *Excellent*2. *Good*3. *Average*4. *Poor*]**Language:**

Languages	Spoken	Written	Understanding
Bahasa Malaysia			
English			
Mandarin			
Other : _____			

**Computer:**

Computer Software	Indicator
Microsoft Office Word	
Microsoft Office Excel	
Microsoft Office Power Point	
*Other Computer Software, please specify :	

**PART F : GENERAL DISCLOSURE**(a) Any on-going, or have you ever been incriminated or convicted (including aiding and abetting) by any court of law for civil/criminal proceedings? ( **Yes / No** ) (e.g. theft/bankruptcy/breach of trust and et cetera)

If yes, please specify : \_\_\_\_\_

(b) (i) Have you ever suffered / recovered from / are you suffering from any pro-longed illnesses? ( **Yes / No** ) If yes, please specify: \_\_\_\_\_(ii) Are you under any form of prescribed medications/continuous medical treatment? ( **Yes / No** ) If yes, please specify: \_\_\_\_\_(iii) Do you have any mental/physical disabilities? ( **Yes / No** ) If yes, please specify: \_\_\_\_\_(iv) Are you a registered Person with Disabilities ("Orang Kurang Upaya (OKU)") under the Department of Social Welfare ("Jabatan Kebajikan Masyarakat")? ( **Yes / No** ) If yes, please specify: \_\_\_\_\_(v) Are you pregnant? ( **Yes / No** ) If yes, how many months of pregnancy, please specify: \_\_\_\_\_ months. (for **FEMALE** applicant only)(c) Are you a member of any professional body or association? ( **Yes / No** )

If yes, please specify : \_\_\_\_\_

(d) Hobbies or interest : \_\_\_\_\_

(e) How do you come across about the position? (Please tick the appropriate box)

Newspaper ☐ Website ☐ Family & Friends ☐ Others (Please Specify) \_\_\_\_\_

I, \_\_\_\_\_, (Name as per NRIC),

On my own volition, applied to Sarawak Oil Palms Berhad Group (the "Company") with the intention of offering myself as a candidate for any role that the Company are seeking to fill or for which may be suitable to me. I hereby agree and consent to provide my personal information as follows:-

**COLLECTION, USE AND/OR DISCLOSURE OF PERSONAL DATA**

1. Sarawak Oil Palms Group (the "Company") may collect, use and process my personal information as defined in Personal Data Protection Act 2010, as arises and incidental for the purpose as set out herein.
2. The Company may collect, use process, retain, store various types of person information about myself (including information as disclosed in this Application, other identifiable information or information already in the public domain) to achieve the abovementioned purpose.
3. The Company may use, retain or store my personal information for such period of time shall it is deemed fit and proper. My personal information may be used by Sarawak Oil Palms Group and/or transmitted to its affiliates, advisors, suppliers, service providers, local authorities or such persons as may be required by the Company.
4. I hereby acknowledged that I may exercise my rights by giving notice to you to revoke my consent, remove and/or amend my personal information kept by you by giving you written notice to Group Human Resources of Sarawak Oil Palms or via email at sop.hr-recruitment@sopb.com.my.

**DECLARATION**

1. I hereby further declare that -
  - (a) the Company may contact my previous employer(s) to verify and confirm any information as disclosed by me in this Application;
  - (b) I have obtained consent from the referee(s) to provide referee(s) personal information for this Application, the Company may contact my referee(s) for any other additional information.
2. I acknowledged that I am solely responsible and liable for any other person's personal information as disclosed in this Application.
3. I fully understand that if any of the above information is found to be inaccurate, false or withhold by me, the Company may at any time summarily terminate my employment (irrespective of whether I have commenced work or not), without any liability whatsoever.

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Date : \_\_\_\_\_