

GEMS Education M2 Sdn Bhd
GEMS International School Tropicana Metropark
Jalan MP2, Tropicana Metropark
47500 Subang Jaya
Selangor Darul Ehsan, Malaysia



Private & Confidential

PERSONAL PARTICULARS

Full Name as per IC : _____

IC No./Passport No. : _____

Date of Birth : _____ Place of Birth : _____

Nationality : _____ Gender : _____

Mobile No. : _____ House Tel. No. : _____

Race : _____ Religion : _____

Marital Status : Single / Married / Widow / Widower / Separated / Divorce

Designation : _____

Personal Email : _____

Current Address : _____

Permanent Address : _____

Income Tax No. : _____ Maybank Account : _____

EPF No. : _____ Socso No. : _____

FAMILY DETAILS

Spouse Name : _____

I/C No. / Passport No. : _____ Occupation : _____

Name of Children	Gender	Age	Date of Birth	School/Occupation

*****Please specify handicapped children (if any) for Income Tax relief***

Family	Name	Age	Occupation
Father			
Mother			
Siblings			

Name at least one person to contact, in case of emergency

Name	Relationship	Contact No.

EDUCATION BACKGROUND

Name of School/College/University	From (Year)	To (Year)	Achievement

EMPLOYMENT HISTORY

PRESENT EMPLOYMENT

Name of Company	
Address	
Date of Joining	
Initial Position & Salary	
Current Position & Salary	
Allowances & Bonus (<i>please specify</i>)	
Reason for Leaving	
<i>May we refer to present employer regarding your character and ability before confirming our offer of Employment? If so, please indicate name, designation & contact number of person to contact</i>	Name :
	Designation :
	Contact No. :
	Email address :

PREVIOUS EMPLOYMENT

Name of Company		
Address		
Length of Service	From:	To:
Designation		
Last drawn salary		
Reason for Leaving		

Name of Company		
Address		
Length of Service	From:	To:
Designation		
Last drawn salary		
Reason for Leaving		

OTHERS

Termination notice from current employment					
Current salary		Expected salary		Other allowances	

BACKGROUND CHECK

I hereby give consent to GEMS Education Malaysia Sdn Bhd and/or any of their appointed representatives to conduct a full background check for the purpose of my job application with the Company and I fully understand that all outcomes from the background check will solely be used to facilitate my job application and it shall not be used for other purposes

DECLARATION

	Yes	No
I have physical disabilities & handicaps. If yes, please state: _____	<input type="checkbox"/>	<input type="checkbox"/>
I suffer from major illnesses and/or drug addiction	<input type="checkbox"/>	<input type="checkbox"/>
I have been involved in an accident/ suffered injuries due to accident(s)	<input type="checkbox"/>	<input type="checkbox"/>
I have been convicted of a criminal offence	<input type="checkbox"/>	<input type="checkbox"/>
I have been / am a bankruptcy	<input type="checkbox"/>	<input type="checkbox"/>
I have relatives or family member currently working in GEMS.	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please state name and position: _____		

APPLICANT'S DECLARATION

I hereby declare that the information provided by me in this Employment Application Form is accurate, true and no pertinent details have been withheld. If any information provided is subsequently found to be incorrect, incomplete or untrue, the Company reserves the rights to terminate my employment without notice or compensation. I shall not hold the Company responsible for any untoward consequences arising from any information not provided herewith.

APPLICANT'S SIGNATURE

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Name : _____

Date : _____