



Interview By :
Interview Status :
Start Working Date :
Remarks:

Personal Information					
Name		Date of birth		RECENT PHOTO	
Gender	Age	Religion			
Height (cm)	Weight(kg)	Marital Status	Single <input type="checkbox"/> Married <input type="checkbox"/>		
Permanent Address					
Current Address					
ID Card / Passport No.			E-mail		
Nationality			Telephone		
Applied Position			Expected Salary		

Education Background				
	Name Of School	From (Month/Year)	To (Month/Year)	Certificate Obtained
Primary School				
Secondary School				
College				
University				
Professional Training				

[illegible]

Employment History				
Company Name	Period (MM, YYYY)		Position	Reason for leaving
	From	To		

Language Ability							
Language (Spoken)	Good	Fair	Poor	Language (Written)	Good	Fair	Poor
Chinese				Chinese			
Malay				Malay			
English				English			

Skill			Driving License		
Computer	Word		Motorcycle	B	B2
	Excel		Car	D	DA

Reference				
Name	Occupation	Name of Company	Tel. No	Relationship

Other Information	
Sources of knowing our job opening :	
Recommended by employees	Name :

Declaration	Please Circle
Are you willing to relocate/ transfer for the job? If NO , please state:	YES / NO
Have you been convicted of any criminal offence? If YES , please state:	YES / NO
Do you suffer from any physical disabilities/ disense/ illness etc. ? If YES , please state:	YES / NO

I understand that all information provided will be treated in strict confidence and used for appointment and other employment-related purposed by Tetap Jaya Car Detailing Sdn Bhd. It may be provided to companies/parties authorized to process the information for purpose relating to appointment e.g. qualifications assessment. Information on unsuccessful candidates will be destroyed after the recruitment exercise when no longer required.

I hereby declare that the particulars provided are true to the best of my knowledge and that i have not suppressed any material facts. If it is found that I have made a false declaration on this form, the Company reserves the right to terminate my services without notice.

Signature : _____ Date : _____