

AGENSI PEKERJAAN GCR SDN BHD

ENQUIRY FORM

DATE APPLY _____

COMPANY OUTLINE

COMPANY'S NAME _____

ADDRESS _____

TELEPHONE NO _____

FAX NO _____

ESTABLISHED _____

NATURE OF BUSINESS _____

PIC (1) _____

H/P NO _____

POSITION _____

EMAIL ADD _____

PIC (2) _____

H/P NO _____

POSITION _____

EMAIL ADD _____

NUMBER OF STAFF _____

(Including _____ Non-Locals)

**** Please skip the above section if you have filled this before**

JOB DESCRIPTION

POSITION _____

DATE REQUIRED _____

ASAP

RACE

MALAY

CHINESE

INDIAN

ANY RACE _____

GENDER

MALE

FEMALE

AGE

FROM

TO

MAIN RESPONSIBILITIES _____

JOB DESCRIPTION ATTACHMENT

YES

NO

ACADEMIC QUALIFICATION

DEGREE / DIPLOMA _____

SPM

ANY QUALIFICATION _____

REPORTING TO (DESIGNATION) _____

YEARS OF EXPERIENCE _____

NO NEED

DEPARTMENT _____

NUMBER STAFF IN DEPARTMENT _____

NUMBER OF STAFF SUPERVISED _____

BASED AT HQ / BRANCH

HQ AREA _____

BRANCH AREA _____

COMPUTER PROFICIENCY (SOFTWARE) _____

LANGUAGE PROFICIENCY _____

OWN VEHICLE

YES

NO

SPECIAL TRADE / SKILLS REQUIRED _____

WORKING CONDITIONS

TYPE OF EMPLOYMENT

PERMANENT

TEMPORARY

_____ WEEKS / MONTH

WORKING HOURS

: WEEKDAYS _____

TO _____

: SATURDAY _____

TO _____

EVERY SATURDAY / ALTERNATE

RANGE OF BASIC SALARY (RM)

TO _____

COMMISSION (IF ANY)

YES

NO

ALLOWANCE TRANSPORT (RM) _____

POSITION (RM) _____

PETROL (RM) _____

MOBILE PHONE (RM) _____

OTHERS (RM) _____

ANNUAL LEAVE _____

DAYS

BONUS (AVERAGE) _____

MONTHS

INCREMENT AFTER CONFIRM

YES

NO

OTHERS BENEFITS _____