

Yayasan Kemanusiaan Da Sheng
 Wisma MIE , Level 10 , No 2 Jalan PBP2 ,
 Taman Industri Pusat Bandar Puchong,
 47100 Puchong, Selangor, Malaysia
 Tel : 03 – 8074 6888

Application Of Internship

Position applied for:	1 st Choice	
	2 nd Choice	

BASIC DETAILS			
Name			
Current Home Address			
Tel		Handphone	
Fax		Email	
Notice Period		Expected Salary	

PERSONAL DETAILS	
Marital Status	Nationality
NRIC No	Driving Licence
Place of Birth	Date of Birth
Religion	Sex

Parents & Sibling Details				
Name	Relationship	Date of Birth	Nationality	Occupation

LANGUAGE										
		ORAL			READING			WRITING		
		Good	Fair	Poor	Good	Fair	Poor	Good	Fair	Poor
Mother tongue:										
Other Languages:										

EDUCATION AND TRAINING			
Education	Name & Location of Institution Attended	Years Attended	Standard Attained Degree/ Diploma Obtained
University/College Education			
Other Post-School Education			
Secondary Education			
Primary Education			
List Any Other Educational/Professional Qualifications			
Certificate Obtained		Date Obtained	Institution
Provide Details of Major Training Courses/Seminars Attended			

SPECIAL SKILLS	
Computer; Shorthand; Typewriting; business software etc.	

EMPLOYMENT HISTORY					
Start with present position. List all employment					
Company Name, Location, Tel	Position/s Held	Dates Employed (from / to)	Name/Title of Supervisor	Monthly Salary	Reason for Leaving

LEGAL			
Have you ever been convicted of a criminal offence other than a minor traffic violation?	Yes	No	If so, state nature
Have you ever been terminated from any employment because of misconduct?			
Have you ever been hospitalized or any sign of illness required medicine			

EMERGENCY CONTACT		
Name:	Telephone No:	Relationship:
Address:		

PERSONAL DATA (PRIVACY ORDINANCE)
As part of the Personal Data (Privacy) Ordinance, your personal data shall be used for the purpose of employment administration only. All applicants have the right to access to, and correction of, their personal data submitted for the job application. Request for access and correction should be submitted in writing to the address of : Level 10, Wisma MIE, No 2 , Jalan PBP 2 , Taman Industri Pusat Bandar Puchong, 47100 Puchong , Selangor.

DECLARATION
I understand that withholding information relevant to my application, or providing inaccurate information will disqualify me from employment, or will be sufficient grounds for dismissal subsequent to engagement. I further understand that permanent employment shall be contingent upon my meeting all necessary requirements i.e. pre-employment medical examination with a satisfactory result etc. Furthermore, if employed I agree to abide by the company policies and rules.

SIGNATURE OF APPLICANT

DATE