



SAYFOL INTERNATIONAL SCHOOL

(wholly-owned by Global Exec Sdn. Bhd.)
No. 261, Jalan Ampang, 50450 Kuala Lumpur

JOB APPLICATION FORM

Position Applied For :
Expected Salary per month (RM)

Full Name (as per NRIC):			
Aliases/Nickname:			
NRIC No/ Passport No:		Visa Type:	
Address:			

Marital Status: Are you currently pregnant? (For female applicant only):
Email Address :
Home Telephone No. : Mobile No. :
Nationality and Race :
Religion :
Gender :
Date of Birth : Place of Birth :
Age :

PARTICULARS OF FAMILY MEMBERS (PARENTS, SIBLINGS, SPOUSE & CHILDREN)

Name	Relationship	Age	Occupation

* Please state immediate family member's details

NEXT OF KIN (EMERGENCY CONTACT)

Name:
Relationship:
Contact No;

<u>ACADEMIC DETAILS</u>					
Academic Level	Name of School/Institution	Highest Standard Attained (Diploma, Bachelor, Master, PHD etc	Course Studied	From / To	Grade / Status
Primary School					
Secondary School					
Form 6 / Pre-U					
College					
University					
Certificate(s)					
Professional Qualification(s)					

<u>PROFESSIONAL MEMBERSHIP</u>		
Name of Association	Date Joined	Membership Status

<u>COURSE / TRAINING ATTENDED</u>		
Title	Organised By	Date Attended

EMPLOYMENT HISTORY*Start from your most recent employment / current employment***Current Company Name:**

Telephone No. :	Date of Employment: From	To
Position Hired Into :	Fixed Bonus/AWS :	
Starting Salary (per month) :	Variable Bonus :	
Present Position :	Other Allowances :	
Current Salary (per month) :	(please specify)	

Reason(s) for Leaving Present Company:
(mandatory to fill up)

Notice Period Required :

Leave Available To Offset Notice Period :

Name of Other Previous Employer (1)	Name of Other Previous Employer (2)
Date Employed : From To	Date Employed : From To
Initial Position Held :	Initial Position Held :
Last Position Held :	Last Position Held :
Monthly Salary :	Monthly Salary :
Reason(s) for Leaving :	Reason(s) for Leaving :

Were you ever asked to resign from any position?
No Yes (please explain) _____

OTHER PERSONAL INFORMATION

1. Do you have any medical conditions (including pre-existing/congenital), which need to be disclosed for medical insurance? No Yes (please provide details)_____
2. Do you have any physical mental disability? No Yes (please provide details)_____
3. Have you ever been convicted of any offence in the court of law, other than traffic offence? No Yes (please provide details)_____
4. Have you ever been adjudged a bankrupt by a local or foreign court? No Yes (please provide details)_____
5. Have you previously applied to Sayfol International School? No Yes (please provide details)_____
6. How did you come to know about this job opening? _____
7. Have you ever been, or are you currently, involved in any Labour Office case, Industrial Court case, or other employment-related legal proceeding? No Yes (please provide details)_____

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Tell us about yourself and your background that makes you feel you are well suited for the position you are applying for: -

REFERENCES

Please provide the particulars of **2 current referees** (preferably your immediate superiors) whom we could contact. The referees must not be related.

Name :	Name :
Job Title :	Job Title :
Organization :	Organization :
Contact No. :	Contact No. :
Email :	Email :
Relation to You :	Relation to You :
Years you have known the referee :	Years you have known the referee :
May we approach the referee(s) prior to any job offer? Yes No	

DECLARATION/CONSENT

I, _____ (Full Name), hereby give my consent to Sayfol International School to collect, use, and verify the personal information provided in my application form for the purpose of processing my employment application.

I understand that the information provided during the application process may be used for reference checks, background verification, and other employment-related purposes, such as assessing my suitability for the position, verifying my qualifications, work experience, professional conduct, and teaching performance. Any false information provided may result in the withdrawal of my application, disqualification from employment consideration, or termination of employment with Sayfol International School.

Signature

Date

FOR OFFICE USE ONLY

Salary to be Offered :	Commencement Date :
Allowances :	Reporting To :
Incentive Scheme :	Date :

KIV ☐

Shortlisted ☐

Successful ☐

Unsuccessful ☐