

APPLICATION FOR EMPLOYMENT

Date : _____

Position Applied: _____

PHOTO

Instructions:

1. If it is not applicable, write NA or NIL.
2. Copy of NRIC, certificates, resume, testimonials and past 2 months' Payslip should be attached with the form.

PERSONAL DETAILS

Name (as per NRIC)						
Name (Chinese)				NRIC No. (New)		
Gender	☐ Male	☐ Female	Date of Birth			
Race				Place of Birth		
Religion				Nationality		
Marital Status				No. of Children		
Current Address						
Above address as per NRIC	Yes: ☐ No: ☐					
Email Address						
Tel (House)				Mobile No.		
EPF No.				Income Tax No.		
Driving License Type				Possess Own Transport?	☐ Yes	☐ No

EDUCATION AND QUALIFICATIONS

Type of School (Name of School)	Duration		Graduated		Highest Qualification	Grade
	From	To	Yes	No		
College / University						
Secondary						
Primary						
Others Qualifications						

CURRENT EMPLOYER

Name & Address of Employer			
Date Joined		Date Left	
Initial Position		Final Position	
Department / Section		Department / Section	
Starting Basic Salary		Last Drawn Basic Salary	
Allowance (If any)		Allowance (If any)	
Brief Description of Duties			
Reason for Leaving		Notice Period	

PAST EMPLOYMENT RECORD

Name of Employer	Last Position Held	Salary (RM)		Date		Reason for Leaving
		Commencing	Last Drawn	Joined	Left	
Do you have any objection of us contacting your former employer to verify the above?						Yes / No

PLEASE ANSWER ALL THE QUESTIONS

Have you ever been under police investigation, charged or convicted in a Court of Law in any country?	Yes / No
Are you an undischarged bankrupt?	Yes / No
Have you ever been involved in any IR cases, issued warning letters, suspended or dismissed from any employment before?	Yes / No
Do you have or had any physical or mental impairment, serious ailment, surgery, hospitalization or disability?	Yes / No

LANGUAGES / DIALECTS

Language	Written Proficiency	Spoken Proficiency	Rate Proficiency
			1. Poor
			2. Fair
			3. Average
			4. Above Average
			5. Excellence

COMPUTER LITERACY

Literacy Type	Level of Proficiency (from 1 - 10) 1 = Poor 10 = Excellence

FAMILY PARTICULARS

Name of Spouse	
Occupation	
Employer	
Mobile No.	

Name of Family Member	Age	Relationship	Mobile No	Occupation

EMERGENCY CONTACT

Name			
Relationship		Mobile No.	

CHARACTER REFEREES

Please provide two persons who know your work performance well in your current or former company.

(One of them should have supervised you before)

Name		Name	
Mobile No.		Mobile No.	
Occupation		Occupation	
Employer		Employer	
Period Known		Period Known	
Relationship		Relationship	

Expected Remuneration Package: _____

Availability to Commence Work: _____

AUTHORISATION FOR RELEASE OF INFORMATION FOR EMPLOYMENT PURPOSES

As part of my application for employment with **YDG**, comprising YDG Credit Sdn Bhd, YDG Venture Sdn Bhd, YDG Holding Sdn Bhd, YDG Group Sdn Bhd and its subsidiaries (collectively referred to as the **“Company”**), I consent to the Company conducting reasonable verification and background checks on the information provided by me in connection with my employment application and, where applicable, my continued employment.

Such checks may include verification of my identity, qualifications, employment history, professional references and other information relevant to assessing my suitability for the position. Where relevant to the nature of the position, the Company may also conduct credit or financial checks, subject to applicable laws and regulations.

I authorise the Company and its authorised representatives to obtain relevant information from previous employers, referees, educational institutions, professional bodies, credit reporting agencies and other appropriate sources for the purposes stated above.

I confirm that the information provided by me is true, accurate and complete to the best of my knowledge. I understand that any material misrepresentation, omission or falsification of information may result in the withdrawal of my employment offer or, where applicable, disciplinary action or termination of employment, subject to the Company's policies and applicable laws.

All information obtained through such verification and background checks shall be handled in accordance with the Company's applicable policies and relevant data protection laws.

Signature of Applicant

Date:

Office Use Only:

<u>1st Interview by:</u> _____ Name: _____ Position: _____ Date: _____ <u>2nd Interview by:</u> _____ Name: _____ Position: _____ Date: _____	<u>Remark:</u> ☐ Offer ☐ Second Interview ☐ KIV ☐ Reject <u>Comments:</u> _____ _____	<u>Offer Of Employment:</u> 1. Salary (Basic): _____ 2. Other Remuneration: _____ _____ _____ 3. Position Offer: _____ 4. Start Working Date: _____ 5. Department: _____ 6. Company: _____
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