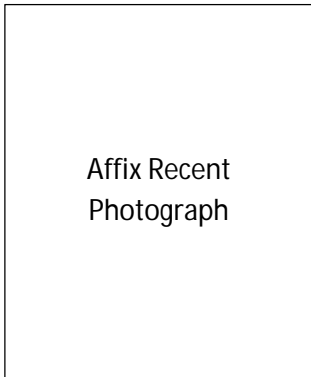


APPLICATION FOR EMPLOYMENT (Strictly Private & Confidential)



- 1) Fill in all the details in block letters. Mark (X) in appropriate boxes.
- 2) All sections of this application form must be completed in order to be considered for employment. No spaces should be left blank. If it is not applicable, written "NA" or "NIL".
- 3) Copies of MyKad/Passport/Driving License; Academic/Training Certificates, latest Pay slip and Photo should be attached to the form, as required.

Position Applied : _____
 VEH VBM VBCM VSEG VCS

DECLARATION	FOR OFFICE USE ONLY:-
<p>I voluntarily give VITAR[®] the right to make a detail investigation of my past employment and activities, agree to co-operate in such investigations and release from all persons, companies or corporations supplying such information.</p> <p>I hereby declare that the information given by me in this form is true and accurate that no pertinent details have been withheld.</p> <p>I fully understand and accept that if at any time after engagement, it is found that a false declaration has been made in this form; the Company has the absolute right and sufficient grounds to terminate my employment forthwith with immediate effect without notice or compensation.</p> <p style="text-align: center;">_____ (Signature)</p> <p>Name: _____ Date: _____</p>	<p>Package Offered</p> <p>Job Grade: _____</p> <p>Basic: _____</p> <p>Allowances: _____</p> <p>Total: _____</p> <p>Adj. upon confirmation: RM</p> <p>Commencement date: _____</p> <p>Confirmed by: _____ Approved by: _____</p> <p>_____ Name: _____ Name: _____ Date: _____ Date: _____ Time: _____ AM/PM</p>

A) PERSONAL DETAILS

Title (Mr, Mrs, Miss etc.)		Address	
Name as per IC			
NRIC/PPT No.			
Date of Birth	Age	Tel No. (House)	
Gender	Marital Status	Tel No. (Office)	
Nationality	Race	Mobile Phone	
Religion			
Height (in cm)	Weight (in kg)	Email Address	

B) FAMILY DETAILS (parents/spouse/children AND/OR siblings/dependents, if you're single)

Name	Relationship	Age	Occupation	Employer

C) EMERGENCY CONTACT DETAILS (Next of Kin)

Contact Name	Address
Relationship to you	
Tel No. (House)	
Mobile No.	

D) EDUCATION DETAILS

Education	School/Institute	Year Attended		Qualifications obtained	Grade
		From	To		
Primary					
Secondary (e.g. SPM)					
Tertiary (e.g. STPM/ Diploma / Degree)					
Professional					
Others					

E) ADDITIONAL QUALIFICATIONS (MEMBERSHIPS/LICENSES/RECOGNITION)

Qualification/Membership/Reg. No.	Organization	Date/Year Awarded

F) TRAINING & ADDITIONAL SKILLS (Any additional trainings/skills and/or courses relevant to the position for which you are applying)

Training attended	Provider	Year

G) CAREER HISTORY (in descending order starting from your current/last employment)

Period (mm/yy)		Employer / Business Nature	Last Position held	Basic Salary (RM)		Reason of Leaving/ Supervisor name & contact
From	To			Starting	Last Drawn	

Organization Structure of your Current Role / Last Position Held:- (including reporting relationships e.g. reporting to, no. of subordinates reporting to you - direct)

Compensation Details (type of allowances / incentives / commissions currently received):-

Contractual Bonus (month/quantum) _____

Performance bonus (month/quantum) _____

Fixed Allowances per month

Company EPF contribution % _____

Medical reimbursement _____

Other incentives / commission (Average per month)

Total no. of employees for the organization: _____

H) LANGUAGES (please mark whichever applicable)

Languages/Dialects	Written				Spoken			
	Excellent	Good	Fair	Poor	Excellent	Good	Fair	Poor
Bahasa Malaysia								
English								
Mandarin								
Others:								

I) COMPUTER LITERACY (Please mark whichever applicable)

- MS Word
 MS Excel
 MS PowerPoint
 MS Access
 MS Project
 MS Publisher
 MS Outlook/Exchange
 Adobe Photoshop
 Others (please specify) _____

J) AVAILABILITY/EXPECTATIONS

If selected for employment, when can you start work? _____

For the position you applied for, what is your expected salary? RM _____

K) GENERAL INFORMATION

1. Do you have your own transport? YES NO
If YES, please indicate: Car Motorcycle Others: _____
2. Are you willing to travel should the job entail travelling? YES NO
3. Have you been dismissed or suspended from any position? YES NO
If YES, reason: _____
4. Have you ever been charged and/or convicted in any COURT OF LAW or detained under any written laws? YES NO
If YES, reason: _____
5. Have you ever been declared BANKRUPTCY or charged under BANKRUPTCY ACT? YES NO
If YES, reason: _____
6. Are you active in any business undertaking, including family business? YES NO
If YES, Company: _____ Position Held: _____
7. Have you suffered from or are you currently suffering from any serious/prolong illness? YES NO
If YES, please state the details: _____
8. Are you currently on prolong medication? YES NO
If YES, please state the details: _____
9. Have you ever been hospitalized/surgery? YES NO
If YES, please state the details: _____
10. If you are a female applicant, please state if you are pregnant. YES NO
If YES, please state your expected due date: _____
11. Have you previously applied for a job in the VITAR Group? YES NO
If YES, please indicate: Co.: _____ Position: _____ Year: _____
12. Have you been previously employed by the VITAR Group? YES NO
If YES, please indicate: Company: _____ Last position held: _____
From: _____ To: _____
Reason(s) for leaving: _____
13. Do you plan to pursue your studies further? YES NO
If YES, please state the details: _____
14. Are you bonded by government bodies/under debt from 3rd parties? YES NO
If YES, please indicate: _____
15. Do you have friend/relative working in Vitar Group of Companies? YES NO
Name: _____ Relationship: _____
Company: _____ Position: _____

L) REFERENCES (Lists 2 referees, other than friends/relatives, whom we have your consent to approach them)

Name	Relationship (Company/Position)	Years Acquainted	Contact No.

VITAR GROUP OF COMPANIES

HEAT AND TEMPERATURE DIVISION

INTERVIEW ASSESSMENT FORM (For Office Use Only)

Applicant's name : _____
 Position Applied : _____ Date Interviewed : _____
 Salary Requested : _____ Date Available : _____

Competency	Rating*	Remarks
<input checked="" type="checkbox"/> Work Experiences/Job Knowledge <i>Relevant experiences in manufacturing environment or respective field, ability to discuss matters of substance, demonstration of judgment, records of responsibility, diligence, initiative and success in all types of jobs.</i>	<input type="checkbox"/> Weak <input type="checkbox"/> Average <input type="checkbox"/> Strong	
<input checked="" type="checkbox"/> Applicable skills <i>Logical thinking, advanced problem solving skills, conflict resolutions, analytic/conceptual ability, decision makings, strong research and writing skills, presentations skills etc.</i>	<input type="checkbox"/> Weak <input type="checkbox"/> Average <input type="checkbox"/> Strong	
<input checked="" type="checkbox"/> Educations/Intellectual Capacity <i>Academic record (undergraduate, graduate etc.), breath & depth of education, business relevancy</i>	<input type="checkbox"/> Weak <input type="checkbox"/> Average <input type="checkbox"/> Strong	
<input checked="" type="checkbox"/> Extracurricular Activities/Membership <i>Diverse interests, high energy level and well discipline. Evidence of teamwork, seeks the perspective and expertise of others. Time management & organizational abilities</i>	<input type="checkbox"/> Weak <input type="checkbox"/> Average <input type="checkbox"/> Strong	
<input checked="" type="checkbox"/> Drive & Focus <i>Motivated, energetic, demonstrated leadership ability. Drive to achieve, drive to influence. Ownership mentality. Takes responsibility for own actions taken. Ability to keep commitments and meet deadlines.</i>	<input type="checkbox"/> Weak <input type="checkbox"/> Average <input type="checkbox"/> Strong	
<input checked="" type="checkbox"/> Communication/Interpersonal Skills <i>Communicates clearly & effectively, strong listening skills, tact, and diplomacy. Ability to interact and establish effective & cooperative relationships with different level of people. Exhibits integrity and honesty with colleagues/customers</i>	<input type="checkbox"/> Weak <input type="checkbox"/> Average <input type="checkbox"/> Strong	
<input checked="" type="checkbox"/> Appearance/Initial Impressions <i>Professional, Maturity & Poise, verbal expressions, articulates aspects of background that reflect values.</i>	<input type="checkbox"/> Weak <input type="checkbox"/> Average <input type="checkbox"/> Strong	
<input checked="" type="checkbox"/> Personality/Attitude <i>Punctual, Personable, likable, courteous, confident, well adjusted, at ease, polished, knowledge of acceptable social behavior.</i>	<input type="checkbox"/> Weak <input type="checkbox"/> Average <input type="checkbox"/> Strong	
<input checked="" type="checkbox"/> Enthusiasm/Interest in Firm <i>Evidence of Company background search. Work Ethic. Ability to articulate goals, relevance of background and foals to firm's practice.</i>	<input type="checkbox"/> Weak <input type="checkbox"/> Average <input type="checkbox"/> Strong	

*Weak: did not meet the min. expectations

*Average: meets the min. expectations

*Strong: exceeds min. expectations

Overall Assessment/Hiring Recommendations:-

- Outstanding applicant; strongly recommend for hiring.
 Very good applicant; recommend callback, interest in hiring.
 Good applicant; but do not recommend callback, possible interest in hiring.
 Mediocre or below average applicant; no interest in hiring.
 Candidate has no interest.

Interviewer : _____
 Date/Time : _____