

JOB APPLICATION FORM  
(ACADEMIC POST)



**UNIVERSITI TEKNIKAL MALAYSIA MELAKA**  
Hang Tuah Jaya  
76100 Durian Tunggal, Melaka

**REMINDER TO APPLICANTS**

(This application form is used for Non-Citizen only)

1. Submit only one copy of the form. Application for more than one post should be on the same form.
2. Include certified copies of degree, diploma or relevant certificates.
3. Applicants are required to write the post(s) applied for on the top left corner of the envelope.

**LATEST  
PASSPORT  
SIZE  
PHOTOGRAPH  
(REQUIRED)**

POST(s) APPLIED ( <i>according to priority</i> )	
1.	2.

**1. PERSONAL DETAILS**

Full Name (in capital letters) : .....

Other name (if any) : ..... Gender : .....

Passport No : .....

Permanent Address : .....

.....

Postcode : ..... State : .....

Mailing Address : .....

.....

Postcode : ..... State : .....

Telephone Number (office) : ..... Telephone Number (residence) : .....

Mobile Phone Number : ..... Date of Birth : ..... Place of Birth : .....

Age : ..... Race : ..... Religion : .....

Nationality : ..... Marital Status : .....

E-mail (if any) : .....

EPF Number (if any) : ..... Income Tax Number (if any) : .....

Father/guardian/husband/wife's name : .....

.....

Father/guardian/husband/wife's address : .....

.....

.....

**2. ACADEMIC QUALIFICATIONS**

**Academic and Professional Qualifications**

*(please list all academic qualifications in chronological order)*

Year	Degree	CGPA*	Discipline	University

\*CGPA is Cumulative Grade Point Average earned for the whole semester to determine the achievement of student's academic status

**3. WORKING EXPERIENCE**

*(in chronological order)*

Details					
Employer's Name and Address	Position <i>(include the relevant documents)</i>	Monthly basic pay	Date		Employment Status ** <i>(Part-time / Temporary / Contract / Permanent)</i>
			From	Until	

\*\* Kindly indicate whether you are still working on contract or working with the Government, Semi Government Bodies / Statutory Bodies or other agencies.

Yes / No : .....

If Yes, name the Semi-Government Body / Statutory Body or other agency :

.....

**4. TRAINING / COURSE / WORKSHOP RECORD**  
(please use an attachment if necessary)

Details					
Course Name	Date		Organiser	Place	Result
	From	Until			

**5. EXTRA CURRICULAR ACTIVITIES ( SCHOOL / UNIVERSITY / COMMUNITY )**

**6. REFEREES**

**Name 2 people (excluding relatives) or your previous employer :**

1. Name : .....  
 Address : .....  
 .....  
 .....  
 Occupation : .....  
 Telephone Number : .....  
 E-mail : .....

2. Name : .....  
 Address : .....  
 .....  
 .....  
 Occupation : .....  
 Telephone Number : .....  
 E-mail : .....

**7. DECLARATION BY THE APPLICANT**

*I declare all the given information is accurate and true. I understand that should any information be false, my application will automatically be void, and if I have already been given employment, my service will be terminated immediately.*

Signature of Applicant : \_\_\_\_\_ Date : \_\_\_\_\_

Name : \_\_\_\_\_

FOR OFFICE USE ONLY	
ACTION	<u>INTERVIEW RESULT</u>
	<b>*Successful / Pending / Fail</b>
Position offered : _____	_____
Starting Salary : _____	(sign & chop)
Other matters : _____	Signature of panel chairman
_____	Date : _____
_____	Remarks : _____
	_____
	_____
	_____
	( *note : kindly delete the unnecessary)