UNIVERSITI TEKNIKAL MALAYSIA MELAKA

GAMBAR UKURAN PASPORT YANG TERKINI (*LATEST PASSPORT-SIZE PHOTOGRAPH*)

BORANG PERMOHONAN JAWATAN AKADEMIK
(PENSYARAH UNIVERSITI / PEGAWAI LATIHAN VOKASIONAL / GURU BAHASA)

ACADEMIC POSITION APPLICATION FORM
(UNIVERSITY LECTURER / VOCATIONAL TRAINING OFFICER / LANGUAGE TEACHER)

BAHAGIAN A : MAKLUMAT PERMOHONAN JAWATAN *(SECTION A: POSITION APPLICATION INFORMATION)* (Sila nyatakan hanya satu Fakulti / Institut / Sekolah sahaja sepertimana dalam iklan) *(Please state only one Faculty / Institute / School as specified in the advertisement)*	
FAKULTI / INSTITUT / SEKOLAH *FACULTY / INSTITUTE / SCHOOL*	
JAWATAN / GRED DIPOHON *(sila pilih hanya satu jawatan sahaja sepertimana dalam iklan)* **POSITION / GRADE APPLICATION** *(Please select only one position as specified in the advertisement)*	
JAWATAN & GRED *POSITION & GRADE*	

BAHAGIAN B : MAKLUMAT PERIBADI PEMOHON *SECTION B : PERSONAL INFORMATION*			
Nama Penuh *Full Name*			
No. Kad Pengenalan / Passport *Identification / Passport No.*		Umur *Age*	
Tarikh Lahir & Tempat Lahir *Date of Birth & Place of Birth*		Jantina *Gender*	
Agama *Religion*		Bangsa *Race*	
Taraf Perkahwinan *Marital Status*		Warganegara *Nationality*	
E-mel *Email*		No. Telefon *Telephone No.*	
Alamat *Address*			
Sila nyatakan jika mempunyai sebarang masalah kecacatan/ kesihatan. *Please indicate whether you have any disabilities or health conditions.*	YA / *YES* ☐ TIDAK / *NO* ☐ Jika Ya, sila nyatakan jenis kecacatan/kesihatan. *If Yes, please specify if any disabilities/heatlh conditions.*		
Sila nyatakan jika mempunyai hubungan kekeluargaan dengan Staf UTeM. *Please indicate whether you have any family relationship with a UTeM staff member.*	YA / *YES* ☐ TIDAK / *NO* ☐ Jika Ya, sila nyatakan nama staf dan hubungan. *If Yes, please specify name and details.*		

Sila nyatakan sama ada masih mempunyai ikatan kontrak atau terikat untuk berkhidmat dengan Kerajaan, Badan-Badan Berkanun atau lain-lain Agensi.
Please specify whether applicant's currently bound by any contract or service obligation with the Government or other Agencies.

Ya / **Tidak**. Sekiranya Ya, Nama Badan Berkanun / Agensi tersebut.
Yes / No. If yes, please specify name and details.

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BAHAGIAN C : KELULUSAN AKADEMIK
SECTION C : ACADEMIC QUALIFICATIONS

Keputusan Sijil Pelajaran Malaysia (SPM) - Warganegara Malaysia sahaja
Malaysian Certificate Of Education (SPM) Results – Malaysian Citizens Only

Year *Tahun*		Bahasa Melayu *Malay Language*		Bahasa Inggeris *English Language*	

Kelulusan di Peringkat Institusi Pengajian Tinggi
Qualifications At The Higher Education Institution Level

Maklumat Ijazah ***Degree Information***	**Sarjana Muda** ***Bachelor Degree***	**Sarjana** ***Master Degree***	**Doktor Falsafah** ***Doctor of Philosophy***
Nama Ijazah (seperti dalam skrol) Degree Title *(as stated on the certificate/scroll)*			Tajuk Tesis : *Thesis Title* :
Bidang Pengkhususan *Field of Specialisation*			
Nama Institusi dan Negara *Name of Institution and Country*			
PNGK (jika berkaitan) *CGPA* (if applicable)			
Tarikh Bergraduat / Tarikh Senat *Graduation Date / Date of Senate*			

Lain-Lain Kelulusan/Kelayakan
Other Qualifications

Pensijilan Profesional (Sijil Profesional / Sijil Kompetensi / setaraf dalam bidang berkaitan)
(Contoh : *Meister German Certificate/CNP/SAP/AEVO Certificate dll.*)
Professional Certifications *(Professional Certificates/Competency Certificates/equivalent qualifications in the relevant field) (Examples: Meister German Certificate/CNP/SAP/AEVO Certificate, etc.)*

1) Nama Sijil *(Certificate Name)* :
   Tarikh Kelulusan (Approval Date) :

2) Nama Sijil *(Certificate Name)* :
   Tarikh Kelulusan (Approval Date) :

Keahlian Badan Profesional / Persatuan Profesional *(Contoh : Ir./Ts./Gs.dll)*
Membership Of Professional Bodies / Professional Associations (*Examples : Ir./Ts./Gs.etc.)*

Nama Badan / Persatuan Profesional :
Name of Professional Body / Association

No Ahli :
Membership No.

Tarikh Pendaftaran / Tarikh Memperoleh Kelayakan :
Date of Registration / Date of Qualification

Tempoh Keahlian :
Membership Period

Nama Badan / Persatuan Profesional :
Name of Professional Body / Association

No Ahli :
Membership No.

Tarikh Pendaftaran / Tarikh Memperoleh Kelayakan :
Date of Registration / Date of Qualification

Tempoh Keahlian :
Membership Period

Nama Majikan *Employer's Name*	**Nama Jawatan & Taraf Jawatan (Tetap/ Kontrak)** *Position Title & Employment Status (Permanent / Contract)*	**Gaji (RM)** *Salary (RM)*	**Tarikh Berkhidmat** *Start & End Dates Of Service*	**Sebab Berhenti** *Reason For Resignation*

BAHAGIAN E : RUJUKAN DIRI
SECTION E : PERSONAL REFERENCE

Senaraikan butiran 2 orang selain daripada saudara mara atau majikan terdahulu yang benar-benar mengenali dan boleh memberi perakuan mengenai diri pemohon.
Please provide the details of two (2) individuals, other than relatives or former employers, who know the applicant well and can provide a character reference.

MAKLUMAT RUJUKAN *REFERENCE INFORMATION*		
Nama *Name*		
Alamat *Address*		
Jawatan *Designation*		
No. Tel. *Telephone No.*		
E-mel *Email*		
Hubungan *Relationship*		

BAHAGIAN F : PENGAKUAN PEMOHON
SECTION F : APPLICANT'S DECLARATION

1. Dengan ini saya mengaku bahawa saya :
I hereby declare that

	YA/ *YES*	TIDAK *NO*
i) Tidak mempunyai apa-apa rekod jenayah *Do not have any criminal record*	☐	☐
ii) Tidak pernah terlibat dengan gejala dadah atau bahan – bahan yang dilarang *Never been involved in drug-related activities or the use of prohibited substances*	☐	☐
iii) Bukan seorang bankrap *Never been declared bankrupt*	☐	☐
iv) Tidak pernah dibuang kerja oleh pihak kerajaan *Never been dismissed from service by the Government*	☐	☐

Jika TIDAK, sila nyatakan majikan dan sebab :
If No (for number iv), please specify the organization and the reason for dismissal

.....

2. Saya akui bahawa maklumat yang saya beri di dalam Borang Permohonan ini serta lampiran-lampirannya adalah lengkap, betul dan benar. Saya faham bahawa sekiranya ada di antara maklumat itu didapati palsu, maka permohonan saya akan dibatalkan dan seterusnya sekiranya saya telah diberi tawaran jawatan atau telah pun berkhidmat, maka maklumat-maklumat palsu itu akan menjadi bukti dan alasan membatalkan tawaran jawatan atau memberhentikan saya dari jawatan dengan serta-merta.
I acknowledge that the information provided by me in this Application Form and its accompanying attachments is complete, accurate and truthful. I understand that if any of the information provided is found to be false, my application shall be cancelled. Furthermore, if I have been offered an appointment or have already commenced service, such false information shall constitute grounds for the cancellation of the appointment offer or for my immediate dismissal from service.

Tarikh : .....
Date

Tandatangan : .....
Signature

SENARAI SEMAK (*CHECKLIST)*

Pemohon dikehendaki menyemak dokumen berikut yang telah **disahkan benar** berserta borang permohonan. *(Sila Tandakan✓Bagi Dokumen Yang Disertakan)*
*Applicants are required to ensure that the following documents, which have been **certified as true copies**, are submitted together with the application form. (Please tick✓the box for each document enclosed)*

BIL. *NO.*		SENARAI DOKUMEN *LIST OF DOCUMENTS*	PEMOHON *APPLICANTS*	URUS SETIA *SECRETARIAT*
1		Borang permohonan lengkap diisi berserta gambar pasport *Completed application form with passport-sized photograph*		
2		Resume *(Resume)*		
3		Salinan kad pengenalan (dipalang "untuk kegunaan UTeM") *Copy of Identity Card (crossed out with the words "For UTeM Use Only")*		
4		Salinan Sijil SPM / MCE *(Copy of SPM / MCE Certificate)*		
5		Salinan Sijil Sarjana Muda *(Copy of Bachelor's Degree Certificate)*		
	a)	*Skrol / Surat Pengesahan Senat jika belum bergraduat* *Degree Scroll / Senate Confirmation Letter (if not yet graduated)*		
	b)	*Transkrip penuh setiap semester* *Full Academic Transcript for Each Semester*		
6		Salinan Sijil Sarjana *(Copy of Master's Degree Certificate)*		
	a)	*Skrol / Surat Pengesahan Senat jika belum bergraduat* *Degree Scroll / Senate Confirmation Letter (if not yet graduated)*		
	b)	*Transkrip keseluruhan setiap semester* *Full Academic Transcript for Each Semester*		
7		Salinan Sijil PhD *(Copy of PhD Certificate)*		
	a)	*Skrol / Surat Pengesahan Senat jika belum bergraduat* *Degree Scroll / Senate Confirmation Letter (if not yet graduated)*		
	b)	*Transkrip keseluruhan setiap semester* *Full Academic Transcript for Each Semester*		
8		Salinan pengiktirafan kelayakan bagi (Sarjana Muda/ Sarjana/ PhD) (Pengiktirafan kelayakan bagi (Sarjana Muda/Sarjana/PhD) untuk tujuan lantikan ke dalam perkhidmatan awam. Sila rujuk ke Unit Pengiktirafan Kelayakan, Bahagian Latihan, Jabatan Perkhidmatan Awam Malaysia untuk mengenal pasti pengiktirafan kelayakan yang dimiliki atau layari laman web Pengiktirafan Kelayakan http://www2.mqa.gov.my/esisraf/kelayakan.cfm). Bagi calon yang memperoleh kelayakan akademik daripada IPT luar negara, sila lampirkan bersama pengesahan daripada Kedutaan yang berkaitan atau daripada IPT berkenaan. *Copy of Qualification Recognition for Bachelor's Degree / Master's Degree / PhD (Recognition of academic qualifications for appointment to the public service. Applicants are advised to refer to the Qualification Recognition Unit, Training Division, Public Service Department of Malaysia (JPA), to verify the recognition status of their qualifications, or visit the Qualification Recognition website: http://www2.mqa.gov.my/esisraf/kelayakan.cfm).* *Applicants who obtained their academic qualifications from foreign higher education institutions must attach verification from the relevant Embassy or the institution concerned.*		
9		Salinan Pensijilan Profesional (Sijil Profesional / Sijil Kompetensi / setaraf dalam bidang berkaitan) *Copy of Professional Certification (Professional Certificate / Certificate of Competency / equivalent certification in a relevant field)*		
10		Salinan Sijil Keahlian Badan Profesional / Persatuan Profesional *Copy of Professional Body / Professional Association Membership Certificate*		
11		Surat pengesahan pengalaman kerja dari majikan (Mempunyai maklumat jawatan, tarikh mula bekerja hingga tamat, gaji pokok, elaun dan taraf jawatan) *Employment Verification Letter from the Employer (The letter must include the position held, employment start and end dates, basic salary, allowances and employment status.)*		
12		Lampiran bagi pemohon dalam perkhidmatan Kerajaan/Badan-badan Berkanun/ Pihak Berkuasa Tempatan *Supporting Documents for Applicants Currently Serving in the Government / Statutory Bodies / Local Authorities*		
	a)	*Lampiran A (Pengesahan Ketua Jabatan)* *Appendix A (Head of Department's Verification)*		

	b)	*Laporan Penilaian Prestasi Tahunan terkini* *Latest Annual Performance Appraisal Report*		
	c)	*Kenyataan Perkhidmatan yang dikemas kini* *Updated Service Record*		
13	Lampiran dokumen sokongan bagi permohonan jawatan Pensyarah Universiti (Kategori I – Pemohon dari Industri) *Supporting Documents for Applications for the Position of University Lecturer (Category I – Applicants from Industry)*			
	a)	*Borang Penilaian Syarat Minima Permohonan Kategori I (Lampiran B1)* *Minimum Requirements Assessment Form for Category I Applicants (Appendix B1)*		
	b)	*Dokumen bukti pencapaian (difailkan dan ditagkan nombor bagi setiap pencapaian)* *Supporting Evidence of Achievements (Documents must be filed and tagged with a reference number for each achievement)*		
14	Lampiran dokumen sokongan bagi permohonan jawatan Pensyarah Universiti (Kategori II – Pemohon dari IPT) *Supporting Documents for Applications for the Position of University Lecturer (Category II – Applicants from Higher Education Institutions)*			
	a)	*Borang Penilaian Syarat Minima Permohonan Kategori II (Lampiran B2)* *Minimum Requirements Assessment Form for Category II Applicants (Appendix B2)*		
	b)	*Dokumen bukti pencapaian (difailkan dan ditagkan nombor bagi setiap pencapaian)* *Supporting Evidence of Achievements (Documents must be filed and tagged with a reference number for each achievement)*		

PERHATIAN KEPADA PEMOHON *(NOTES TO APPLICANTS)*

1) Borang ini hendaklah dilengkapkan oleh pemohon sendiri. Sila sediakan lampiran jika ruangan tidak mencukupi.
   This form must be completed by the applicant. Please attach additional sheets if the space provided is insufficient.

2) Sila tandakan *(✓)* di kotak yang disediakan di ruang yang berkaitan.
   Please tick (✓) the appropriate boxes provided.

3) Pemohon dari kalangan **pegawai sedang berkhidmat dalam perkhidmatan** Kerajaan/Badan-Badan Berkanun/Pihak Berkuasa Tempatan dikehendaki mengemukakan **permohonan melalui Ketua Jabatan** dan mengisi borang **Pengesahan Ketua Jabatan** di **Lampiran A**.
   *Applicants who are currently serving in the Government / Statutory Bodies / Local Authorities are required to submit their applications **through their respective Heads of Department** and complete the **Head of Department's Verification Form** in **Appendix A**.*

4) Permohonan perlu disertakan dengan dokumen sokongan yang lengkap. Permohonan yang tidak lengkap tidak akan diproses dan dianggap tidak berjaya.
   Applications must be accompanied by complete supporting documents. Incomplete applications will not be processed and will be deemed unsuccessful.

5) Hanya pemohon yang berjaya melepasi tapisan Universiti sahaja akan dipanggil temu duga.
   Only applicants who successfully pass the University's screening process will be called for an interview.

6) Sekiranya pemohon tidak menerima sebarang jawapan dari pihak UTeM dalam **tempoh enam (6) bulan dari tarikh tutup iklan**, permohonan tersebut adalah dianggap tidak berjaya.
   *Applicants who do not receive any response from UTeM **within six (6) months from the date of application received by UTeM** shall consider their application unsuccessful.*

7) Sila hantar borang yang lengkap dengan menyatakan jawatan dan gred dipohon di sudut sebelah kanan sampul surat kepada Universiti di alamat berikut:
   Please submit the completed application form, indicating the position and grade applied for, in the top right-hand corner of the envelope, to the University at the following address:

Unit Perjawatan, Bahagian Sumber Manusia,
Pejabat Pendaftar, Universiti Teknikal Malaysia Melaka
Hang Tuah Jaya, 76100 Durian Tunggal Melaka

Nota: Dokumen permohonan yang telah dihantar tidak akan dikembalikan kepada pemohon.
Note: Application documents submitted will not be returned to applicants.