

FACULTY :

FIELD/AREA :

Please attach
latest photo

(NON
RETURNABLE)

A. PERSONAL DETAILS

1. Full Name (CAPITAL LETTERS) :
2. Malaysian Identification Card Number (Old)/Passport No.

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- 2a. Malaysian Identification Card Number (New)

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3. Nationality M - Malaysian
 PR - Permanent Resident
 B - Others :
4. Race :
5. Religion :
6. Correspondence Address (Block Letter)
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.....
.....
.....
7. Phone No. (House):

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(Mobile :

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)
(Office):

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- Email :
8. Date of Birth :

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 Day

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 Month

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 Year 8a. Place of Birth :
9. Marriage / Status : B - Single M - Married
 W - Widow D - Divorced
10. Gender : M - Male F - Female
11. i. Name of Spouse : ii. Occupation :
iii. Address (Workplace) :

B. ACADEMIC QUALIFICATION :

12. Information pertaining to School/College and/or University qualifications should be provided in the columns below.
NOTE/ REMINDER : Please attach certified true copies of the necessary documents (certificate, degree, diploma) to validate the information given. Candidates are also required to send in any necessary and finalized Statement(s) of Result or Transcript(s).

Qualification / Specialisation	Classification of Degree/(Hons.) / CGPA	Grade obtained for Bahasa Malaysia	Name of Institution / School attended	Date of Graduation
i. MCE/ SPM
ii. HSC/ STPM
iii.
iv.
v.
vi.

13. Professional Membership (State Duration of Membership) :

Name of Professional Body	Membership Number	Date
i.
ii.
iii.

Closing Date of Submission :

C. WORK EXPERIENCE

14. Please provide your working experience in ascending order:- (Please include attachment if space is not sufficient)

NOTE/ REMINDER : Please include certification of employer, offer letter or letter indicating leave of service (if any). Applications from those who are currently employed in any institutions in the Civil Service Department/Statutory bodies/ Local Council should be channeled via the Head of Department and accompanied with an updated record of service.

Date		Post held	Name and Address Of Employer	Salary Grade/ Salary (RM)	Subject/Course (If Teaching)
Start	End				
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D. APPLICANT'S DECLARATION

15. I hereby acknowledge that all the above statements given are true and correct.

Date :

.....
Signature of Applicant

E. EMPLOYER VALIDATION

15. I hereby acknowledge that the applicant has channeled the said application through the Head of Department/Employer. (This acknowledgement applies to applicants who are currently serving in the Government/Statutory Bodies and Semi-Government Agencies of Malaysia only. Applications not channeled via the Head of Department will not be processed.)

Please forward all applications to the following address

Date :

.....
(Signature Head of Department/Employer)

Name :

Position :

NOTE FOR APPLICANT:

The certified copies of the following documents must be enclosed in the application form:-

- 1.A Copy of Identification Card/Passport.
- 2.A Copy of Certificates (MCE/SPM, HSC/STPM or equivalent).
- 3.A Copy of Certificates, Diploma, Degree, Master, Ph.D (inclusive of academic transcripts).
- 4. Confirmation letter from previous and current employers for remuneration commensurability according to work experience.
- 5. A copy of the latest record of service (applicable to applicants who are currently serving in the Government/Statutory Bodies and Semi Government Agencies of Malaysia only).

Please forward all completed applications to the following address:-

PEJABAT PENDAFTAR
BAHAGIAN PENGURUSAN PERJAWATAN
JABATAN PENGURUSAN SUMBER MANUSIA
UNIVERSITI TEKNOLOGI MARA
40450 SHAH ALAM
SELANGOR DARUL EHSAN
MALAYSIA

Please indicate the field / faculty applied on the left hand corner of the envelope.
Applicants who do not receive word within 6 months of the application date are rendered unsuccessful.
Reminder : Incomplete applications will not be process and are rendered unsuccessful.