

APPLICATION OF EMPLOYMENT

GENERAL INFORMATION

1. This application form must be completed accurately and required to make the appropriate selections (**CIRCLE** whichever is applicable).
2. The personal data collected herein will be processed, retained, and used by the Company in compliance with the **Personal Data Protection Act 2010 (PDPA)**. All personal data will be kept confidential and will not be disclosed to any third party without prior consent.
3. Applicant must ensure that all personal data provided is accurate, complete, not misleading, kept up-to-date.
4. In the event that an employment is offered to you, the information contained herein, will form part of your records.

Position Applied:

1) _____ Expected Salary : RM _____
 2) _____ Availability Date : _____

Please affix a recent passport size photo

PART A : APPLICANT'S PERSONAL INFORMATION

Full Name (as per NRIC) : _____
 NRIC No. : _____ Marital Status : Single / Married / Divorced
 Gender : Male / Female Age : _____ Place of Birth : _____
 Permanent Address : _____
 Current Address : _____
 Email Address : _____ Telephone (Mobile) : _____ Height & Weight : ____ cm ____ kg
 Race : _____ Religion : _____ Driving License Type : _____ Own a vehicle : Yes / No

PART B : EDUCATIONAL BACKGROUND

Please provide your educational background starting from SPM and above.

No.	School/Institution/University	Course	Year Attended	Grade
			to	
			to	
			to	
			to	
Are you a member of any professional body or association? (Yes / No) If yes, please specify: _____			Level: _____	

PART C : EMPLOYMENT HISTORY

Begin with your **PRESENT** or the **MOST RECENT EMPLOYER** with at least **TWO (2) past** employment records in consecutive order.

If currently employed, may we contact your present employer? (**Yes / No**)

Company : _____	Last Drawn Salary : _____
Position held : _____	Date Joined : _____
Reason for Leaving : _____	Date Resigned : _____
Name of Supervisor : _____	Contact Number : _____
Company : _____	Last Drawn Salary : _____
Position held : _____	Date Joined : _____
Reason for Leaving : _____	Date Resigned : _____
Name of Supervisor : _____	Contact Number : _____
Company : _____	Last Drawn Salary : _____
Position held : _____	Date Joined : _____
Reason for Leaving : _____	Date Resigned : _____
Name of Supervisor : _____	Contact Number : _____

PART D : FAMILY DETAILS**Particulars of Applicant's Spouse and Children.**

Name of Spouse : _____ Occupation : _____
 Company Name : _____ No. of Children(s) : _____

No.	Full Name	Gender	Date of Birth	School/Institution/University

Particulars of Applicant's Parents and Sibling.

Name of Father : _____ Occupation : _____
 Company Name : _____

Name of Mother : _____ Occupation : _____
 Company Name : _____

No. of Sibling(s) [Brother & Sister]: _____

No.	Full Name	Gender	Age	Occupation	Employer/School

Relatives employed by any of the SOP Group of Companies? (**Yes / No**) If yes, please specify:

No.	Full Name	Department/Location (Estate/Mill)	Relationship

PART E : STRENGTH AND SKILL OF APPLICANT

Please indicate by using the following indicator number: [1. Excellent 2. Good 3. Average 4. Poor]

Language:

Languages	Spoken	Written	Understanding
Bahasa Malaysia			
English			
Mandarin			
Other : _____			

Computer:

Computer Software	Indicator
Microsoft Office Word	
Microsoft Office Excel	
Microsoft Office Power Point	
*Other Computer Software, please specify :	

PART F : GENERAL DISCLOSURE**(a) Employment-Related Declaration**

- (i) Any on-going, or have you ever been incriminated or convicted (including aiding and abetting) by any court of law for civil/criminal proceedings? (**Yes / No**) (e.g. theft/bankruptcy/breach of trust and et cetera) If yes, please specify: _____
- (ii) Have you been or are you currently under any investigation or found guilty of misconduct in a domestic inquiry in your previous employment within the past three (3) years? (**Yes / No**) If yes, please specify: _____

(b) Health Declaration

- (i) Have you ever suffered/recovered from, or are you currently suffering from any pro-longed illnesses? (**Yes / No**)
If yes, please specify : _____
- (ii) Are you under any form of prescribed medications/continuous medical treatment? (**Yes / No**) If yes, please specify: _____
- (iii) Do you have any pre-existing illness or medical condition as defined in the explanatory note* below? (**Yes / No**)
- (iv) Do you have any mental/physical disabilities? (**Yes / No**) If yes, please specify: _____
- (v) Are you a registered Person with Disabilities ("Orang Kurang Upaya (OKU)") under the Department of Social Welfare ("Jabatan Kebajikan Masyarakat")? (**Yes / No**) If yes, please specify: _____
- (vi) Are you pregnant? (**Yes / No**) If yes, please state how many months of pregnancy: _____ months. (for **FEMALE** applicant only)

(c) Hobbies or interest : _____

***Explanatory Note: Pre-Existing Illness**

A Pre-Existing Illness refers to any medical condition, disease, or illness that you had reasonable knowledge of prior to your employment with the Company.

You are considered to have reasonable knowledge of a Pre-Existing Illness if any of the following circumstances apply:

- (a) You had received or are receiving treatment for the illness; or
- (b) Medical advice, diagnosis, care, or treatment had been recommended; or
- (c) Clear and distinct symptoms of the illness were evident; or
- (d) The existence of the illness would have been apparent to a reasonable person in similar circumstances

PART G : COLLECTION, USE AND/OR DISCLOSURE OF PERSONAL DATA

I, on my own volition, hereby apply to Sarawak Oil Palms Berhad Group (the "Company") with the intention of offering myself as a candidate for any role that the Company are seeking to fill or for which may be suitable to me. I hereby agree and consent to provide my personal information as follows:-

- 1. Sarawak Oil Palms Group (the "Company") may collect, use, and process my personal information as defined in Personal Data Protection Act 2010, as arises and incidental for the purpose as set out herein.
- 2. The Company may collect, use process, retain, store various types of person information about myself (including information as disclosed in this Application, other identifiable information or information already in the public domain) to achieve the abovementioned purpose.
- 3. The Company may use, retain or store my personal information for such period of time shall it is deemed fit and proper. My personal information may be used by Sarawak Oil Palms Group and/or transmitted to its affiliates, advisors, suppliers, service providers, local authorities or such persons as may be required by the Company.
- 4. I hereby acknowledged that I may exercise my rights by giving notice to you to revoke my consent, remove and/or amend my personal information kept by you by giving you written notice to Group Human Resources of Sarawak Oil Palms or via email at sop.hr-recruitment@sopb.com.my.

PART H : DECLARATION

- 1. I hereby further declare that –
 - (a) The Company may contact my previous employer(s) to verify and confirm any information as disclosed by me in this Application;
 - (b) I have obtained consent from the referee(s) to provide referee(s) personal information for this Application, the Company may contact my referee(s) for any other additional information.
- 2. I acknowledged that I am solely responsible and liable for any other person's personal information as disclosed in this Application.
- 3. I fully understand that if any of the above information is found to be inaccurate, false or withhold by me, the Company may at any time summarily terminate my employment (irrespective of whether I have commenced work or not), without any liability whatsoever.

Signature :

Date :