



☐ GINTELL (M) SDN. BHD.
☐ GINTELL (BORNEO) SDN. BHD.
☐ SOVOTEL MALAYSIA SDN. BHD.

☐ GINTELL IREST SDN. BHD.

POSITION APPLIED : _____

APPLICATION FOR EMPLOYMENT

I. PERSONAL DETAILS			
FULL NAME (AS PER NRIC)			
NRIC NO.		AGE	
DATE OF BIRTH		PLACE OF BIRTH	
CURRENT ADDRESS			
MAILING / PERMANENT ADDRESS (if different from above)			
GENDER	MALE / FEMALE	POSSESS DRIVING LICENSE	YES / NO
NATIONALITY		OWN TRANSPORT	YES / NO
RACE		IN CASE OF EMERGENCY, PERSON TO BE CONTACT :	
CONTACT	MOBILE PHONE	NAME _____	
	TEL (HOME)	MOBILE PHONE _____	
	EMAIL ADDRESS	RELATIONSHIP _____	
RELIGION (Please tick)		MARITAL STATUS (Please tick)	
1) BUDDHIST ☐		1) SINGLE ☐	
2) ISLAM ☐		2) MARRIED ☐	
3) CHRISTIAN ☐		3) DIVORCED ☐	
4) HINDU ☐		4) WIDOWED ☐	
5) OTHERS ☐			
PLEASE STATE: _____		IF MARRIED	SPOUSE WORKING: YES / NO
			NUMBER OF CHILD: _____

II. FAMILY DETAILS (PARENTS, SPOUSE, CHILDREN, SIBLINGS)			
NAME	AGE	RELATIONSHIP	OCCUPATION

III. ACADEMIC / PROFESSIONAL QUALIFICATION (PLEASE ATTACH ALL RELEVANT CERTIFICATES)				
	NAME OF SCHOOL / UNIVERSITY	FROM (YEAR)	TO (YEAR)	HIGHEST QUALIFICATION ATTAINED
SECONDARY				
COLLEGE				
UNIVERSITY				
OTHERS				

OTHER SKILLS		
IV. LANGUAGE PROFICIENCY (1 - POOR, 10 - EXCELLENT)		
LANGUAGE	SPOKEN (1 - 10)	WRITTEN (1 - 10)
MALAY		
ENGLISH		
CHINESE		

V. COMPUTER PROFICIENCY		
☐ MICROSOFT WORD	☐ MICROSOFT EXCEL	☐ MICROSOFT POWERPOINT
☐ MICROSOFT OUTLOOK	☐ MICROSOFT ACCESS	☐ OTHERS _____

VI. EMPLOYMENT HISTORY (BEGIN WITH MOST RECENT)				
NAME OF COMPANY	POSTION HELD	FROM	TO	GROSS SALARY (BASIC + ALLOWANCE)

VIII. REFERENCE			
FULL NAME		COMPANY NAME	
MOBILE PHONE		POSITION	
FULL NAME		COMPANY NAME	
MOBILE PHONE		POSITION	

IX. GENERAL

1. HAVE YOU BEEN VACCINATED (COVID-19 VACCINE) ?

☐ YES ☐ NO

IF YES,

☐ 1 DOSE ☐ 2 DOSES

IF NO, PLEASE PROVIDE REASON:

☐ YES ☐ NO, REASON:

2. HAVE YOU WORKED IN THIS COMPANY BEFORE?

☐ YES ☐ NO

IF "YES", PLEASE PROVIDE THE FOLLOWING DETAILS:

DATE JOINED: _____

POSITION: _____

LAST SALARY: _____

3. DO YOU KNOW ANYONE WORKING / ARE YOU RELATED TO ANYONE IN THE COMPANY?

IF YES, PLEASE PROVIDE DETAILS:

NAME: _____

RELATIONSHIP: _____

4. HAVE YOU BEEN TERMINATED/ DISMISSED/ SUSPENDED
FROM THE SERVICE OF ANY EMPLOYER?☐ YES ☐ NO

IF YES, PLEASE PROVIDE DETAILS: _____

5. HAVE YOU EVER BEEN SUBJECTED TO ANY FORM OF
DISCIPLINARY ACTIONS?☐ YES ☐ NO

IF YES, PLEASE PROVIDE DETAILS: _____

6. HAVE YOU BEEN INVOLVED ANY LABOUR DISPUTE
OR COURT CASE?☐ YES ☐ NO

IF YES, PLEASE PROVIDE DETAILS: _____

7. ARE YOU CURRENTLY PREGNANT? (FEMALE)

☐ YES ☐ NO

8. HAVE YOU EVER BEEN CONVICTED OF ANY OFFENCE?

☐ YES ☐ NO

IF YES, PLEASE PROVIDE DETAILS: _____

9. HAVE YOU SUFFERED FROM ANY ILLNESS/DISEASE?

☐ YES ☐ NO

IF YES, PLEASE PROVIDE DETAILS: _____

10. HAVE YOU EVER BEEN UNFIT FOR EMPLOYMENT,
MEDICAL OR OTHERWISE?☐ YES ☐ NO

IF YES, PLEASE PROVIDE DETAILS: _____

11. HAVE YOU EVER BEEN DECLARED AS BANKRUPT?

☐ YES ☐ NO

12. ARE YOU CURRENTLY OPERATING OWN BUSINESS?

☐ YES ☐ NO

IF YES, PLEASE PROVIDE DETAILS:

NAME OF COMPANY: _____

BUSINESS SECTOR: _____

13. ARE YOU CURRENTLY WORKING MORE THAN ONE (1) JOB?

☐ YES ☐ NO

IF YES, PLEASE PROVIDE DETAILS:

NAME OF COMPANY: _____

1. WHAT IS YOUR EARLIEST AVAILABLE COMMENCEMENT DATE? _____

2. WHAT IS YOUR EXPECTED SALARY? _____

3. REASON OF LEAVING FROM YOUR LAST EMPLOYMENT? _____

4. WHERE DID YOU GET TO KNOW ABOUT THIS ROLE? _____

X. PDPA CONSENT

BY SUBMITTING THIS FORM, YOU HEREBY AGREE THAT GINTELL MAY COLLECT, OBTAIN, STORE AND PROCESS YOUR PERSONAL DATA THAT YOU PROVIDE IN THIS FORM FOR THE PURPOSE OF RECEIVING UPDATES, NEWS, PROMOTIONAL AND MARKETING MAILS OR MATERIALS FROM GINTELL.

YOU HEREBY GIVE YOUR CONSENT TO GINTELL TO:-

- PERSONAL INFORMATION TO ESTABLISH YOUR IDENTITY AND BACKGROUND SUCH AS YOUR FULL NAME, PASSPORT OR IDENTITY CARD NUMBER, NATIONALITY AND RELIGION.
- STORE AND PROCESS YOUR PERSONAL DATA.
- DISCLOSE YOUR PERSONAL DATA TO THE RELEVANT GOVERNMENTAL AUTHORITIES OR THIRD PARTIES WHERE REQUIRED BY LAW OR FOR LEGAL PURPOSES.
- RESUME OR CVS WHEN YOU APPLY JOB WITH US.

IN ADDITION, YOUR PERSONAL DATA MAYBE TRANSFERRED TO ANY COMPANY WITHIN GINTELL WHICH MAY INVOLVE SENDING YOUR DATA TO A LOCATION INSIDE MALAYSIA, FOR THE PURPOSE OF UPDATING OR CORRECTING SUCH DATA, YOU MAY AT ANY TIME APPLY TO THE GINTELL TO HAVE ACCESS TO YOUR PERSONAL DATA WHICH ARE SHARED BY GINTELL FOR THE AVOIDANCE OF DOUBT.

PERSONAL DATA INCLUDED ALL DATA DEFINED WITHIN THE PERSONAL DATA PROTECTION ACT 2010 INCLUDING ALL DATA YOU HAD DISCLOSED TO GINTELL IN THIS JOB APPLICATION FORM.

XI. DECLARATION

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE, THE PARTICULARS PROVIDED ARE TRUE AND I HEREBY GIVE MY CONSENT TO THE COMPANY TO CHECK MY EMPLOYMENT RECORDS WITH MY PREVIOUS EMPLOYERS. I AM AWARE THAT ANY FALSE OR MISLEADING STATEMENT MADE BY ME WILL BE CAUSE FOR DISMISSAL IF EMPLOYED.

SIGNATURE OF APPLICANT

DATE

FOR OFFICE USE ONLY

CRITERIA	ASSESSMENT				ASSESSMENT			
	BY				BY			
	1	2	3	4	1	2	3	4
RELEVANT EXPERIENCE								
COMMUNICATION SKILL								
APPEARANCE								
FRIENDLINESS								
POSITIVE ATTITUDE								
ABILITY TO WORK LONG HOURS / WEEKENDS								
ABILITY TO BE TRANSFERRED								
LEADERSHIP ABILITY								
MANAGING SUBORDINATES								
PUNCTUALITY								
OVERALL IMPRESSION								

RATING: 1-UNACCEPTABLE 2-SATISFACTORY 3-GOOD 4-OUTSTANDING

INTERVIEW CONDUCTED BY:

1) NAME: _____ POSITION/DEPT: _____ DATE: _____

2) NAME: _____ POSITION/DEPT: _____ DATE: _____

☐ SUCCESSFUL ☐ KIV ☐ NOT SUCCESSFUL

TO BE COMPLETED BY HIRING MANAGER	TO BE COMPLETED BY HR
☐ PERMANENT ☐ TEMPORARILY ☐ CONTRACT ☐ PART-TIME	
DESIGNATION: _____	MONTHLY SALARY: _____
DEPARTMENT: _____	ALLOWANCE: _____
	COMMENCEMENT DATE: _____
SIGNATURE: _____	SIGNATURE: _____

NOTE: KINDLY ATTACH THE FOLLOWING DOCUMENTS

1. COPY OF IDENTIFICATION CARD
2. COPY OF COVID-19 VACCINATION DIGITAL CERTIFICATE (E-CERT) (OPTIONAL)
3. THREE (3) MONTHS PAYSUP
4. TWO (2) PCS PASSPORT PHOTOGRAPHS (RECENT)
5. LATEST CV
6. RELEVANT ACEDMIC CERTIFICATES

MASTER COPY

Employee Disciplinary Form

Employee Name: _____ Position: _____

Department: _____ Warning Date: _____

Type of Warning:

☐ Verbal Warning	☐ First Warning	☐ Second Warning	☐ Final Warning	☐ Refer to HR for further action
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Reason for Warning:

☐ Tardiness/Leaving Early	☐ Absenteeism	☐ Performance	☐ Conduct	☐ Insubordination
☐ Breach of Company Policy	☐ Work Quantity or Quality	☐ Damage or Theft of Company Property	☐ Violation of Safety Rules	☐ Other

Description of Violation: *(Use a separate sheet of paper if necessary)*



Employees' Explanation: *(attach Explanation Letter if necessary)*

Plan for Improvement: *(if any)*

Action taken by Human Resources:

Issued by Manager:

Agreed by Employee:

Reviewed by HR / General Manager:

.....
Signature / Date

.....
Signature / Date

.....
Signature / Date