

|  |
| --- |
| Recent Photograph |

NAME OF APPLICANT :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

POSITION APPLYING FOR:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

INTERVIEW DATE :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

APPLICATION FOR EMPLOYMENT

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| --- | --- | --- |
| RECOMMENDED | RESERVED | NOT SUITABLE |
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| **PERSONAL PARTICULARS** | | | | | | | | | | | | | | |
| Name as per NRIC | : |  | | | | | | | | | | | | |
| Preferred Name | : |  | | Gender | | | : | Male | |  | Female | | |  |
| Old I/C No. | : |  | | New I/C No. | | | : |  | | | | | | |
| Nationality | : |  | | Passport No. | | | : |  | | | | | | |
| Date of Birth | : |  | Place of Birth : | |  |  | | | Age : | | | : |  | |
| Marital Status | : |  | Religion : | |  |  | | | Race : | | |  |  | |
| Tel No (H/P) : | | | Tel No (HSE) : | | | | | | Tel No (OFF): | | | | | |
| Permanent Address | | | Correspondence Address  Effective Until : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **FAMILY PARTICULARS** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| i) Name of Spouse (if applicable) | | | | | | | | | : | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Occupation | | | | | | | | | : | |  | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | |  |  | | | | | | | | | | | | |
| Name of Employer  Telephone No | | | | | | | | | :  : | |  | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | |  |  | | | | | | | | | | | | |
| ii) Details of Children (if applicable) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name | | | | | | | | | | | | | | | | | | | | | | | Gender | | | | | | | Birth Date | | | | | | | | | | Level of Education | | | | | | | | | | | | | | |
| 1. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | \_\_\_\_\_\_\_ | | | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | |
| 2. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | \_\_\_\_\_\_\_ | | | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | |
| 3. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | \_\_\_\_\_\_\_ | | | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | |
| 4. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | \_\_\_\_\_\_\_ | | | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | |
| 5. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | \_\_\_\_\_\_\_ | | | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | |
| 6. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | \_\_\_\_\_\_\_ | | | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | |
| EDUCATIONAL DETAILS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | **Name of School/College/University** | | | | | | | | | **START** | | | | | | **FINISH** | | | | | **Qualification obtained** | | | | | | | | | | | | | | | | | | | | | | |
| **month/year** | | | | | | **month/year** | | | | | **(CGPA/Class)** | | | | | | | | | | | | | | | | | | | | | | |
| Secondary Education(s) | | | | | | | | | | | |  | | | | | | | | |  | | | | | |  | | | | | SRP/PMR Grade  SPM Grade | | | | | | | | | | :  : | | | | |  | | | Aggregate  Aggregate | | | :  : |  |
| A-Level/STPM/Matriculation(s) | | | | | | | | | | | |  | | | | | | | | |  | | | | | |  | | | | | Result(s) | | | | | | | | | | : | | | | |  | | | | | | | |
| Certificate(s) | | | | | | | | | | | |  | | | | | | | | |  | | | | | |  | | | | | Major  Grade | | | | | | | | | | :  : | | | | |  | | | | | | | |
| Diploma Course(s) | | | | | | | | | | | |  | | | | | | | | |  | | | | | |  | | | | | Major  CGPA/Grade | | | | | | | | | | :  : | | | | |  | | | | | | | |
| Degree Course(s) | | | | | | | | | | | |  | | | | | | | | |  | | | | | |  | | | | | Major  Minor  CGPA/Class | | | | | | | | | | :  :  : | | | | |  | | | | | | | |
| Post Graduate Course(s) | | | | | | | | | | | |  | | | | | | | | |  | | | | | |  | | | | | Area of study  CGPA/Class | | | | | | | | | | :  : | | | | |  | | | | | | | |
| Professional Qualification(s) | | | | | | | | | | | |  | | | | | | | | |  | | | | | |  | | | | | Level/Stage | | | | | | | | | | : | | | |  | | | | | | | | |
| **PROFESSIONAL MEMBERSHIP** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name of Association(s) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Date joined | | | | | | | | | Membership Status | | | | | | | | | | | | | | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | |
| **COURSE/TRAINING ATTENDED** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Title(s) | | | | | | | | | | | | | | | Organised by | | | | | | | | | | | | | | | | Date attended | | | | | | | | | | | | | | Location | | | | | | | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |
| **LANGUAGE PROFICIENCY** | | | | | | | | | | | | | | | | | | | | | | | | | **COMPUTER LITERACY** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| \* Please indicate (Average, Good, Excellent) | | | | | | | | | | | | | | | | | | | | | | | | | 1. Are you familiar in operating a computer?   Yes\*/No | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | \* Written | | | | | | | \* Spoken | | | | | | | 1. List of PC Software that you are familiar with | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bahasa Melayu | | | | | | | | | | |  | | | | | | |  | | | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| English | | | | | | | | | | |  | | | | | | |  | | | | | | | **OTHER SKILLS(Please Specify)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Others | | : | \_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |  | | | | | | |  | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | |  | \_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |  | | | | | | |  | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **EXTRA CO-CURRICULAR ACTIVITIES (SPORTS, CLUBS, ETC.)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Secondary | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Education | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tertiary | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Education | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Current | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Involvement | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **WORKING EXPERIENCE** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name of Organisation | | | | | | | | Period of Employment | | | | | | | | | | | | | | | | Summary of | | | | | | | | | | | | | | | Last | | | | | | | | | | Reason(s) for | | | | | |
| and Position Held | | | | | | | | From | | | | | | To | | | | | | Total No. | | | | responsibility | | | | | | | | | | | | | | | drawn/ | | | | | | | | | | leaving/wanting | | | | | |
|  | | | | | | | | (mm/yy) | | | | | | (mm/yy) | | | | | | of years | | | |  | | | | | | | | | | | | | | | current salary | | | | | | | | | | to leave | | | | | |
|  | | | | | | | |  | | | | | |  | | | | | |  | | | |  | | | | | | | | | | | | | | |  | | | | | | | | | |  | | | | | |
| **Please use attachment for additional information.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **REMUNERATION DETAILS ON CURRENT OR LAST EMPLOYMENT** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Basic monthly salary : | | | | | | | Bonus | | | | | | | | | : | (No. of months) | | | | | | | | | | | EPF contributions | | | | | | | | | | | | | | | | Profit sharing : | | | | | | | | | | |
|  | | | | | | | Contractual | | | | | | | | | : | \_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | Employee | | | | | : | | | \_\_\_\_\_ % | | | | | | | |  | | | | | | | | | | |
|  | | | | | | | Variable | | | | | | | | | : | \_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | Employer | | | | | : | | | \_\_\_\_\_ % | | | | | | | |  | | | | | | | | | | |
| Allowances | | | | | | | | | | | | | Car Privilege | | | | | | | | | | | | | | | | | | | | | Loan subsidy | | | | | | | | | | | | | | | | | : | Interest rate | | |
| (Please specify if any) : | | | | | | | | | | | | | Type | | | | | | : | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | House (Yes/No) | | | | | | | | | | | | | | | | | : | \_\_\_\_\_ % | | |
|  | | | | | | | | | | | | | Driver | | | | | | : | | | (Yes/No) | | | | | | | | | | | | Car (Yes/No) | | | | | | | | | | | | | | | | | : | \_\_\_\_\_ % | | |
|  | | | | | | | | | | | | | Petrol Allowance/month : | | | | | | | | | | | | | | | | | | | | | Others \_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | : | \_\_\_\_\_ % | | |
| Other Benefits (If any) : | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Expected monthly salary | | | | | | | | : | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | Resignation notice period | | | | | | | | | | | | | | | | | | : | | | | |  | | | | | | |
| Please draw/sketch the organisation chart of current/ past employment and indicate the position that you are designated. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| What is your greatest achievement in your previous/current career? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| How and what can you contribute to Securities Industry Development Corporation? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| What are your career goals or plan and ambition? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Is there any other information (personal or work experience) which is relevant to this application? (If yes, please specify) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Have you been interviewed before in SIDC? If yes, please provide the position interviewed for and date of the interview. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Do you have any family members currently employed in SIDC or working in the securities industry? If yes, please specify. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Have you ever been declared a bankrupt?          Yes No  If yes, please explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PERSONAL REFERECES (NON-RELATIVES/NON SIDC EMPLOYEE) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name | | | | : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | Name | | | | | | | | | | : | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | |
| Organisation | | | | : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | Organisation | | | | | | | | | | : | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | |
| Position | | | | : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | Position | | | | | | | | | |  | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | |
| Address | | | | : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | Address | | | | | | | | | | : | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | |
|  | | | |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | |  | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | |
|  | | | |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | |  | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | |
| Email | | | | : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | Email | | | | | | | | | | : | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | |
| Tel No. | | | | : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | Tel No. | | | | | | | | | |  | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | |
| Relationship | | | | : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | Relationship | | | | | | | | | | : | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | |
| **DECLARATION** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| I hereby declare that all the information given in this employment application form is true and complete. Any false information provided would subject myself to possible disciplinary action by SIDC. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **NOTICE UNDER THE PERSONAL DATA PROTECTION ACT 2010** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| This Notice is given in connection with any new application for employment with us or with your current employment with us, as the case may be.  The Personal Data Protection Act 2010 (hereinafter referred to as the “PDPA”), which regulates the processing of personal data in commercial transactions, applies to Securities Industry Development Corporation (hereinafter referred to as “SIDC”, “our”, “us” or “we”). For the purpose of this written notice, the terms “personal data” and “processing” shall have the meaning prescribed in the PDPA.   1. This written notice serves to inform you that your personal data is being processed by or on behalf of the SIDC. 2. The personal data processed by us may include your name, national identity card number (NRIC), contact number, address, photograph(s), qualifications, current and expected salary and other information that we have requested for in our forms that you have completed including your sensitive personal data such as your religion, health condition and criminal record (if any). 3. The personal data processed by us include all information contained in our employment application forms as well as other information we may obtain about you, including but not limited to from your referees, from oral or written communications, employee details form and all other employment related forms. 4. We are processing your personal data, including any additional information you may subsequently provide, for the purposes of assessing your suitability of employment with us, performing the contract of service, personnel administration, training and management purposes, purposes related to a benefit provided to you as an employee of SIDC, performing such other contract as may have been entered between you and us and such other purposes as may be related to the foregoing (“Purposes”). It is obligatory that you supply us with the personal data unless we otherwise specify. If you fail to supply to us the personal data which is obligatory to be provided by you, we may not be able to process your personal data for any of the Purposes. 5. Your personal data is and will be collected from you and/or from the information you have provided and/or will provide us via the forms as prescribed in paragraph 2. 6. You may access and request for updating or correction of your personal data and to contact us with any enquiries or complaints in respect of your personal data as follows:  |  |  | | --- | --- | | Mailing address: | Securities Industry Development Corporation  No. 3, Persiaran Bukit Kiara  Bukit Kiara  50490 Kuala Lumpur | | E-mail address: | noraini@sidc.com.my/NurulF@sidc.com.my |   In accordance with the PDPA,   * + 1. We may refuse to comply with your request for access or correction to your personal data and if we refuse to comply with such request, we will inform you of our refusal and reason for our refusal.  1. Your personal data may be disclosed to the relevant audit firms, banks, government departments, semi government departments and/or quasi-government departments and/or agencies, regulatory and/or statutory bodies, any healthcare professional or hospital, business partners and/or service providers and any such third party requested or authorized by you for any of the above Purposes or any other purpose for which your personal data was to be disclosed at the time of its collection or any other purpose directly related to any of the above Purposes. 2. Your personal data may be transferred to a place outside Malaysia. 3. You are responsible for ensuring that the personal data you provide us is accurate, complete and not misleading and that such personal data is kept up to date. 4. We may request your assistance to procure the consent of third parties whose personal data is provided by you to us and you agree to use your best endeavours to do so. 5. In the event of any inconsistency between the English version and the Bahasa Malaysia version of this notice, the English version shall prevail over the Bahasa Malaysia version.   **Notis di bawah Akta Perlindungan Data Peribadi 2010**    Seperti mana yang berkenaan, notis ini diberikan berhubungan dengan permohonan perjawatan baru dengan SIDC atau untuk perjawatan semasa anda bersama SIDC.  Akta Perlindungan Data Peribadi 2010 (selepas ini disebut sebagai “PDPA”) yang mengawal selia pemprosesan data peribadi untuk tujuan transaksi komersial adalah terpakai terhadap Securities Industry Development Corporation (selepas ini disebut sebagai “SIDC”, “kami”, atau “kita”). Dalam notis bertulis ini, terma-terma “data peribadi” dan “pemprosesan” mempunyai maksud seperti yang ditakrif dalam PDPA.   1. Notis bertulis ini bertujuan untuk memaklumkan kepada anda bahawa data peribadi anda sedang diproses oleh atau bagi pihak SIDC. 2. Data peribadi yang diproses oleh pihak kami termasuk nama, nombor kad pengenalan (NRIC), nombor telefon, alamat, gambar, kelulusan akademik, gaji terkini dan gaji yang dipohon serta butiran-butiran lain yang kami perlukan seperti yang terkandung di dalam borang-borang yang telah anda isi, termasuk data peribadi sensitif seperti agama, rekod kesihatan serta rekod jenayah (jika ada). 3. Data peribadi yang diproses oleh pihak kami merangkumi segala maklumat yang terkandung di dalam borang permohonan pekerjaan serta maklumat-maklumat lain tentang diri anda yang kami perolehi, termasuk tetapi tidak terhad kepada maklumat yang diberi oleh referi anda, maklumat dari komunikasi lisan atau bertulis, borang maklumat pekerja dan borang-borang lain yang berkaitan dengan pekerjaan. 4. Kami sedang memproses data peribadi anda, termasuk apa-apa maklumat tambahan yang mungkin anda berikan kemudian bertujuan untuk menilai kesesuaian anda untuk bekerja di SIDC, menyediakan kontrak perkhidmatan, pengurusan kakitangan, latihan and pengurusan, untuk tujuan berkaitan dengan memberi faedah kepada anda sebagai pekerja SIDC, melaksanakan apa-apa kontrak lain yang telah dipersetujui antara anda dengan SIDC dan apa-apa tujuan lain yang berkaitan dengan yang ternyata di atas (“Tujuan-Tujuan”).Anda adalah diwajibkan untuk memberikan data peribadi anda kepada kami melainkan kami menyatakan sebaliknya. Sekiranya anda gagal untuk berbuat demikian, maka kami mungkin tidak dapat memproses data peribadi anda untuk Tujuan-Tujuan yang dinyatakan. 5. Data peribadi anda akan/telah dikumpulkan daripada anda dan/atau maklumat yang anda akan/telah berikan kepada kami melalui borang-borang seperti yang dinyatakan di dalam perenggan 2. 6. Anda boleh mengakses dan memohon untuk mengemaskini atau membuat pembetulan data peribadi anda serta menghubungi kami untuk sebarang pertanyaan atau aduan berkenaan dengan data peribadi anda seperti berikut:  |  |  | | --- | --- | | Alamat Surat Menyurat: | Securities Industry Development Corporation (SIDC)  No. 3, Persiaran Bukit Kiara  Bukit Kiara  50490 Kuala Lumpur | | E-mel: | noraini@sidc.com.my/NurulF@sidc.com.my |   Selaras dengan PDPA:   * + 1. Kami berhak untuk tidak mematuhi permintaan anda untuk mengakses atau untuk membuat pembetulan ke atas data peribadi anda dan sekiranya kami enggan mematuhi permintaan tesebut, kami akan memaklumkan kepada anda tentang keengganan kami berserta alasan-alasan kami.  1. Data peribadi anda mungkin dizahirkan kepada firma audit yang berkaitan, bank, jabatan kerajaan dan/atau jabatan separa kerajaan dan/atau jabatan kerajaan kuasi dan/atau agensi, badan-badan pengawalseliaan dan/atau berkanun, mana-mana institut kesihatan atau hospital, rakan kongsi dan/atau pembekal perkhidmatan dan mana-mana pihak ketiga seperti yang diminta atau dibenarkan oleh anda untuk mana-mana Tujuan-Tujuan yang dinyatakan di atas atau untuk tujuan lain di mana maklumat peribadi anda telah dizahirkan pada masa pengumpulannya atau untuk tujuan lain yang mempunyai hubungan secara langsung dengan mana-mana Tujuan-Tujuan yang dinyatakan di atas. 2. Data peribadi anda mungkin dihantar ke lokasi-lokasi di luar Malaysia. 3. Anda bertanggungjawab untuk memastikan bahawa data peribadi yang anda berikan kepada kami adalah tepat, lengkap, tidak mengelirukan dan terkini. 4. Kami boleh meminta kerjasama anda untuk mendapatkan kebenaran pihak-pihak ketiga yang anda telah berikan data peribadi mereka kepada kami dan anda bersetuju untuk berusaha sedaya upaya untuk membuat demikian. 5. Sekiranya terdapat sebarang ketidakseragaman di antara versi Bahasa Inggeris dan Bahasa Malaysia ke atas Notis ini, maka versi Bahasa Inggeris akan digunakan.     **DECLARATION/DEKLARASI**  To/Kepada: Securities Industry Development Corporation  I hereby confirm receipt of your above Notice pursuant to the Personal Data Protection Act 2010 and consent to the processing of my personal data as well as my sensitive personal data in accordance with your said Notice.  Saya dengan ini mengesahkan penerimaan Notis berkenaan Akta Perlindungan Data Peribadi 2010 dan bersetuju untuk membenarkan data peribadi dan juga data peribadi sensitif saya diproses mengikut Notis ini.  Date/Tarikh : ………………….. Signature/Tandatangan :…………………………….    Name/Nama : ………..………………………………….. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

*Personal Information Form 2021*