

## AIM ST UNIVERSITY

Semeling, 08100 Bedong, Kedah Darul Aman, Malaysia

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# JOB APPLICATION FORM

(Applicant must provide all the information required in the form. Incomplete information or false information provided may render the application invalid and the application rejected. )

Application for the post of: 1. \_\_\_\_\_

2. \_\_\_\_\_

Specialization : \_\_\_\_\_

Full Time Position:

Part Time Position:

### PERSONAL PARTICULARS

Full Name: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Correspondence address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone No (Hse): \_\_\_\_\_ Office No: \_\_\_\_\_ Mobile Phone No: \_\_\_\_\_

Identity Card No / Passport No: \_\_\_\_\_ Gender: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Marital Status: \_\_\_\_\_ No of Children: \_\_\_\_\_ Children's Age: \_\_\_\_\_

Religion: \_\_\_\_\_ Race: \_\_\_\_\_ Nationality: \_\_\_\_\_

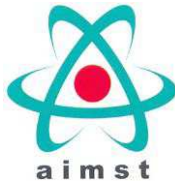
E-Mail Address: \_\_\_\_\_

Contact Details: Next of KIN

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address (if different from above): \_\_\_\_\_

Phone No: \_\_\_\_\_ Mobile Phone No: \_\_\_\_\_



### EDUCATION BACKGROUND

Year (From - To)	Schools Attended	Exams Passed (STPM/SPM/PMR/others)	Level Pass/Grade

### HIGHER EDUCATION

*\*Please attach certified copies of all certs / transcript / diploma / degree / postgraduate degree*

Year (From – To)	Institutions Attended (University & College)	Degree Level	Major / Minor	Grade / CGPA

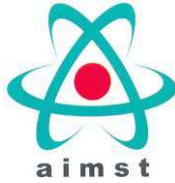
### CURRENT POSITION

Date	Employer ( Name and Full Address )	Position and Description of Duties	Salary (RM)

### WORKING EXPERIENCE

*\* Please follow chronological order & use separate sheets for more*

Date(From – To)		Employer ( Name and Full Address )	Position	Salary (RM)
Month/ Year	Month/ Year			



### PUBLICATIONS

Please list out your current and expected publications based on your own or joint research projects, conference papers and others by using separate sheet(s)

### PROFESSIONAL MEMBERSHIP

Organization	Membership Status	Year Attended
1.		
2.		
3.		

### EXTRA CURRICULAR ACTIVITIES

Activities	School	Institution	State	National
1.				
2.				
3.				

### REFEREES

Referee's Name	Address	Tel.No.
1.		
2.		

Please request your referees to submit their report in the attached report form

I declare that the information provided in this application is true and accurate. I also understand that any falsification of facts submitted herein will be sufficient cause for instant dismissal from employment.

Signature: \_\_\_\_\_

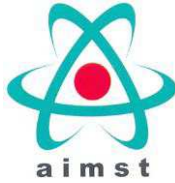
Date: \_\_\_\_\_

**For office use only (if applicable only):**

Date Received : \_\_\_\_\_ Date called for interview: \_\_\_\_\_

Selected / Rejected: \_\_\_\_\_ Appointment letter issued on: \_\_\_\_\_

Reported for duty on: \_\_\_\_\_



## REFFEEE REPORT

Applicant must complete Section A. Section B to be completed by the referee and to send his report direct to AIMST University, Human Resource Division, Semeling, 08100 Bedong, Kedah Darul Aman.

### Section A

Name of Applicant:

Present Post :

Address :

Name of Referee:

Designation:

Address & Contact No:

University/ Institution:

Post Applied For:

University / Institution:

Signature \_\_\_\_\_

Date: \_\_\_\_\_

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### Section B (To be filled by Referee)

1. How long and in what capacity have you known the applicant?

2. Please describe applicant's suitability for the post he/she has applied for. Please comment on candidate's academic abilities and resourcefulness, leadership qualities, willingness to cooperate, personal qualities, and any other information you may feel is relevant.

3. Based on the above, would you recommend the applicant for the position he has applied for:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_