

Please provide the following details of all your siblings and children.

Name	Relationship	Age	Occupation	Name of Employer (if employed)

4. ACADEMIC AND PROFESSIONAL QUALIFICATION

Name Of School / College / University	Certificate / Diploma / Degree / Professional Qualification Attained	Twinning / Distant Learning / Full Time	CGPA / Grade	Year Attained

5. PROFESSIONAL MEMBERSHIP / LICENCE

Please indicate professional body memberships / license.

Name Of Professional Bodies	Type of Membership / License	Year Attained

6. LANGUAGE PROFICIENCY

'WK' for Working Knowledge and 'F' for Fluent.

	WK	F		WK	F
English	<input type="checkbox"/>	<input type="checkbox"/>	Others (please specify)	<input type="checkbox"/>	<input type="checkbox"/>
Bahasa Malaysia	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>

7. COMPUTER LITERACY

Please indicate types of programme / software application.

	Elementary	Intermediate	Advanced
MS Words	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MS Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MS PowerPoint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Others (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. PRESENT EMPLOYMENT (IF ANY)

Date Of Employment		(For Company Use)
Company's Name & Address		
Position Held		
Starting Basic Salary		
Current Basic Salary		
Allowance / Incentive / Commission payable, if any		
Total Monthly Earnings (inclusive of allowance)		

9. PAST EMPLOYMENT (INCLUDING PART-TIME) (IF ANY)

Dates		Name Of Employer	Position Held	Basic Salary		Reason For Leaving
From	To			Starting	Last Drawn	

10. EXTRA CURRICULAR ACTIVITIES

State participation in extra curricular activities, position of responsibility held, games played at school / university and hobbies.

School/University	Hobbies

11. REFERENCES

Please list two (2) referees (preferably previous superiors)

Name	Relationship	Occupation / Employer	Contact No.	Years Known

12. OTHER INFORMATION

Have you a friend or relative working in the KT Group? YES NO
 (If yes, state name, relationship and in which company) _____

Have you applied to any of the KT of Companies before? YES NO
 (If yes, state position, date & name of company) _____

Have you been declared a bankrupt, charged in court and/or convicted in any criminal court of law? YES NO
 (If yes, please provide details) _____

Are you currently being investigated for fraud / corruption / civil case by the relevant authorities, ie MACC, police, etc? YES NO
 (If yes, please provide details) _____

Do you have any cases with the Labour Office / Industrial Relations Office / Court? YES NO
 (If yes, please provide details) _____

Do you have any active interest in any business undertaking, including family business, political involvement or any other part-time job(s)? YES NO
 (If yes, please provide details) _____

13. MEDICAL AND PHYSICAL CONDITION

a. Have you suffered from or are you currently suffering from illness requiring regular medication? YES NO
 (If yes, please provide details) _____

b. Are you currently pregnant? YES NO
 (If yes, please provide details) _____
 (Female applicant only)

c. Are you suffering from any physical disabilities? YES NO
 (If yes, please provide details) _____

I declare that the information given in this application is true and accurate. My employment may be based on receipt of satisfactory information from former employers, schools and other references. Enclosed are copies of my education / professional qualification certificate / diploma / degree and / or appropriate recommendation letters. If I am selected / employed, I will report to HRD the changes or additions taking place from time to time. I understand that any misrepresentation of facts given herein (including any uninformed changes) will be sufficient cause for denying employment or summary dismissal from the company's services if I have been employed.

I authorize the company to conduct relevant background checks (including financial check), without liability, in consideration of my application for employment.

Date : _____

Signature : _____



Consent for Processing and Use of Personal Data GRADUATE TRAINEE

Please note that for the purposes of Human Resource (“HR”) administration within Koperasi Angkatan Tentera Malaysia Berhad (hereinafter referred to as “Koperasi Tentera”/the Company) , your personal data, which comprises of any information directly attributable to you as an individual, may be processed by the Company or by its authorized third party (if applicable). Generally, the Company will require personal data directly from you or third parties; which include the following:

- Identification and Communication data (e.g. last name, first name, phone numbers, email);
- Spouse’s or dependent’ situation (e.g. marital status, number of children & the names, date of birth of the same);
- Employment data (e.g. region, organizational unit, lengths of service in the company) (if applicable).
- Other personal data which may additionally be required by the Company from time to time.

Disclosure of Information

All personal data in the custody of the Company relating to potential graduate trainees will be kept confidential but the Company may, where such disclosure is necessary to satisfy the purpose, or a directly related purpose, disclose your personal data to a third party. Where appropriate and reasonably practicable, before disclosing personal data to a third party, the Company contractually requires the third party to take adequate precautions to protect that data.

Retention of Personal Data

The Company will destroy any personal data it may hold in accordance with its internal policy. Generally, the Company’s policies cover the following principles:

- (a) Personal data will only be retained for as long as is necessary to fulfill the original or directly related purposes for which it was collected, unless the personal data is also retained to satisfy any applicable contractual obligations;
- (b) Personal data will be kept for as long as it is required to comply with any requirements of law or in accordance with any directions issued by any regulatory or public authorities.
- (c) Personal data are purged from the Company's electronic, manual, and other filing systems in accordance with specific schedules based on the above criteria and the Company's internal procedures.

I, _____ have read and understood the contents and hereby consent for my personal data to be processed, disclosed and retained as above mentioned in accordance with the data protection rules and regulations applicable in Malaysia, including but not limited to the Personal Data Protection Act 2010.

Signature : _____

Name : _____

IC No : _____

Date : _____