Taylor's Education Group

EMPLOYMENT APPLICATION FORM

Please complete this form in block letters using black ink.

Attach Photo Here

(A) Application Details

Position applied for:

Institution / Company: Faculty / Department:

(B) Personal Details

Full Name: (as per NRIC/passport)

Nationality: Marital Status: ☐ Single ☐ Married ☐ Divorced ☐ Widow/ Widower

Gender: ☐ M ☐ F Place of Birth: Date of Birth *(DD/MM/YY)*:

New NRIC No: (Malaysian) Passport No: (Non-Malaysian)

Contact Information

Address: City:

Postcode: State: Country:

Phone No: (Home) Mobile No: Email:

(C) Family Profile

Spouse Name: Occupation:

Contact No: Company:

Children's Particulars*	Name	Relationship	Occupation	Company/ Institution
	1.			
	2.			
	3.			
	4.			
	5.			

Emergency Contact: (Name) **Relationship:** **Mobile No:**

(D) Academic Records – *From upper secondary education (e.g. O-Levels, SPM, etc.) onwards*

(Copies of certificates and transcripts must be attached)

Name of University/ College	Dates Attended		Qualification(s) Achieved	Major Field of Study
	From (Month/Year)	To (Month/Year)		

(E) EMPLOYMENT RECORDS (Please begin with the most current.)

No.	Company Name	Position Held	Dates Employed		Nature of Employment (Full-Time/ Part-time/ Temporary)	Last Drawn Monthly Salary (RM)
			From (Month/Year)	To (Month/Year)		
1.						
	Summary of Responsibilities:					
	Subject(s) taught (*if applicable*):					
	Reason for Leaving:					
	My current employer can be contacted for reference purposes. ☐ Yes ☐ No					
2.						
	Summary of Responsibilities:					
	Subject(s) taught (*if applicable*):					
	Reason for Leaving:					
3.						
	Summary of Responsibilities:					
	Subject(s) taught (*if applicable*):					
	Reason for Leaving:					
4.						
	Summary of Responsibilities:					
	Subject(s) taught (*if applicable*):					
	Reason for Leaving:					
5.						
	Summary of Responsibilities:					
	Subject(s) taught (*if applicable*):					
	Reason for Leaving:					

☐ **I have provided a copy of my updated CV for the job application.** ***(Otherwise, please submit one)***

Date available to commence work: **Expected Salary:** RM ……..per month

(F) Other Details

Computer Literacy *(List any type of computer software that you are familiar with)*

Professional Certification *(List all certification acquired related to the job besides your degree)*

Special Skills/Training *(List job related training programmes attended or specialised skills possessed that are relevant to the job. Attach additional page, if necessary)*

Professional Membership *(List any professional non-political associations/societies of which you are a member or and provide the types of membership e.g. member, affiliate, associate, etc.)*

Research & Publications *(List research projects undertaken and publications published. Attach additional page, if necessary)*

Sports & Recreational Activities *(List any sports, musical instruments played or recreational activities that are of interest)*

Languages and Level of Proficiency *(Please select the level accordingly.)*	**Language**	**Written**	**Spoken**
	1.	☐Good ☐Fair ☐Poor	☐Good ☐Fair ☐Poor
	2.	☐Good ☐Fair ☐Poor	☐Good ☐Fair ☐Poor
	3.	☐Good ☐Fair ☐Poor	☐Good ☐Fair ☐Poor

Do you drive? ☐ Yes ☐ No **Class of Driving Licence:**

Do you have any relatives/friends currently working for Taylor's Education Group? ☐ Yes ☐ No

If "Yes", please complete the following:

Name: Relationship: Faculty/ Department:

Have you ever been employed by Taylor's Education Group? ☐ Yes ☐ No

If "Yes", please complete the following:

Institution/ Company: Position: Period Employed:

Faculty/ Department: Manager's Name:

Reason for Leaving: (Please specify)

Have you been invited for an interview with Taylor's Education Group? ☐ Yes ☐ No

If "Yes", please complete the following:

Institution/ Company: Position Applied:

Faculty/ Department: Date Interviewed:

(G) How did you find out about this job?

Please let us know the **specific detail** in the space given.

☐ Press Advertisement: (Name of press advertisement)	☐ Job Fair: (Name of job fair)
☐ Employment Agency: (Name of employment agency)	☐ Employee Referral: (Name of referring employee)
☐ Internet Recruitment Site: (Name of site)	☐ Others: (Please specify)

(H) Referees

Referee 1	Referee 2
Name:	Name:
Position: (Job title)	Position:(Job title)
Work Relationship:	Work relationship:
Period known:	Period known:
Institution/ Company:	Institution/ Company :
Tel No:	Tel No:
Email:	Email:

(I) Sensitive Personal Data

Taylor's Education Group and its affiliate companies, through its personnel have my explicit consent to process and obtain my personal medical information i.e. **pre-employment medical report card** and any of my personal medical information for the purposes of employment within Taylor's Education Group : ☐ Yes ☐ No

Have you ever been hospitalised or diagnosed for any illness(es) or undergone any operation? ☐ Yes ☐ No

If Yes, please specify:

Have you ever been convicted by any Court of Law? ☐ Yes ☐ No

If Yes, please provide details:

Do you have any case(s) pending before a Court of Law? ☐ Yes ☐ No

If Yes, please provide details:

Other Required Information

Race: Religion:

(J) Additional Information (For non-Malaysian's only)

Are you married to a Malaysian? ☐ Yes ☐ No

Current Status: ☐ Non-Malaysian ☐ Permanent Resident ☐ Dependent of

If you are currently working in Malaysia, please provide the following information:

Employer's Name:

Immigration ID/Ref No: Expiry Date:

Date entered Malaysia: Date expected to leave Malaysia:

Declaration and Consent

APPLICANT'S DECLARATION

I hereby declare that all the information given above and any other supplementary information attached in connection to my application, whether on this document or not, are accurate and to the best of my knowledge true and correct. I understand that any misrepresentation, falsification, or omission of information may be grounds for my dismissal upon employment or would result in the termination of my employment with Taylor's Education Group.

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Signature of Applicant **Date**

Applicant's Consent for Use of Personal Data

I understand and agree that my personal data, including sensitive personal data, may be used by Taylor's Education Group which includes the holding company, subsidiaries and any associated company to monitor the Company's recruitment initiatives and related policies.

I understand and agree that my personal data, including sensitive personal data, may be disclosed to third parties to verify or obtain additional information including education institutions, current/previous employers and credit reference agencies. I understand that even if my application is unsuccessful, my personal data, including sensitive personal data, may be retained for consideration for future job opportunities in the Company and/or any of its subsidiaries.

I voluntarily give the Company the right to make a thorough investigation of my past employment and activities, agree to cooperate in such investigation, and release from all liability or responsibility all persons, companies or corporations supplying such information. I hereby consent to all persons, companies or corporations sharing any information obtained about me in order for the Company to consider making an offer of employment to me. Specifically, I hereby give my explicit consent to all persons, companies or corporations to share my sensitive personal data for the same purpose. I confirm that I have received the consent of each of the individuals named as my reference and the disclosure of their relevant information.

By executing this form, I agree that the entire contents of this application form, as well as the report of any such examination including but not limited to pre-employment medical checks, may be used by the Company for purposes of considering my job application and for the performance of the employment contract in the event where this application is successful. Specifically, further to the Personal Data Protection Act 2010, I hereby consent to the processing of my personal data, including giving my explicit consent for the processing of my sensitive personal data, by the Company and/or any of Its subsidiaries, business partners, associate companies and/or third parties for purposes of considering my job application.

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Signature of Applicant **Date**

Name :

NRIC or Passport No :