



BORANG PERMOHONAN JAWATAN (JOB APPLICATION FORM)
Universiti Teknologi Malaysia
81310 UTM Skudai

GAMBAR UKURAN
PASPORT
(Passport Size
Photograph)

PERINGATAN KEPADA PEMOHON (Please read instructions below carefully before filling-in the form):

Pemohon dikehendaki mengisi borang permohonan ini dengan lengkap dan jujur. Maklumat ini akan digunakan untuk menentukan kelayakan pemohon bagi jawatan yang dipohon. Borang berasingan perlu digunakan bagi memohon jawatan lain. Pemohon yang sedang memegang jawatan Kerajaan, Badan-Badan Berkanun atau Kuasa-Kuasa Tempatan, permohonan hendaklah dibuat melalui Ketua Jabatan berserta dengan salinan Laporan Penilaian Prestasi dan Penyata Perkhidmatan Terkini.

(Applicant must fill out all sections of this application completely and honestly. This information will be used to determine your eligibility for this position. A separate application must be completed for each position for which you are applying. Applicants who are currently working at any Government Office/Statutory Body/Local Authority should submit application through respective Head of Department together with latest appraisal and services statement.)

Jawatan Yang Dipohon (Position Apply):

MAKLUMAT PERIBADI (PERSONAL INFORMATION)

Nama (Name)	No. Kad Pengenalan (I/C No)	Tarikh Lahir (Date of Birth)	Agama (Religion)
	- -	- -	
Alamat (Address)	Bandar (City)		
Alamat E-mail (E-mail Address)	Negeri (State)	Poskod (Zip)	
No. Tel Rumah (Home Phone No.) ()	Tel. Bimbit (Handphone No.) ()	Jantina (Gender) <input type="checkbox"/> Lelaki (Male) <input type="checkbox"/> Perempuan (Female)	Warganegara (Citizenship)
Taraf Perkahwinan (Marital Status) <input type="checkbox"/> Bujang (Single) <input type="checkbox"/> Berkahwin (Married) <input type="checkbox"/> Lain-lain (Others)	Nama bapa/penjaga/suami/isteri (Name of spouse/parent/guardian)		
Adakah anda terikat untuk berkhidmat dengan Kerajaan, Badan-Badan Berkanun atau lain-lain pertubuhan? (Do you have any contract to work for Government, Statutory Body or other organization?) <input type="checkbox"/> Ya (Yes) <input type="checkbox"/> Tidak (No) Sekiranya Ya, Nama Badan/Pertubuhan tersebut (If yes, please name the organization):			
Bagaimana anda mengetahui kekosongan jawatan ini? (How did you find out about this job opening?) <input type="checkbox"/> Laman Web UTM (UTM Web page) <input type="checkbox"/> Pejabat Pendaftar (Registrar's Office) <input type="checkbox"/> Staf Universiti (University Employee) <input type="checkbox"/> Akhbar (Newspaper) <input type="checkbox"/> Lain-lain (Others):			

TAHAP PENDIDIKAN & KEMAHIRAN (EDUCATION & SKILLS)

Sila nyatakan tahap pendidikan bermula dengan terkini dan sertakan salinan ijazah, diploma dan sijil-sijil berkaitan termasuk salinan transkrip yang telah disahkan (Please list all education beginning with most recent and enclose a certified true copy of degree, diploma, transcript and any relevant certificate.)

Nama Universiti/Kolej/Sekolah (Name of University/College/School)	Tahun (Year)	Ijazah/Diploma/Sijil (Degree/Diploma/Certificate)	Kelas Kepujian CGPA (CGPA)	Bidang Pengkhususan (Degree & Major)

KEMAHIRAN PEJABAT/KOMPUTER/BAHASA (OFFICE/COMPUTER/LANGUAGE SKILLS)**KEMAHIRAN/SIJIL (SKILLS/CERTIFICATIONS):**

Senarai kemahiran teknikal atau kebolehan yang berkaitan dengan jawatan ini termasuk kemahiran/pengetahuan komputer dan bahasa. (List technical or specialized skills/credentials relevant to this job, including knowledge of any computer and language skill.)

KEGIATAN LUAR SEMASA DI SEKOLAH/UNIVERSITI (EXTRA CURRICULAR ACTIVITIES IN SCHOOL/UNIVERSITY):

Sila senaraikan kegiatan luar yang pernah/sedang diceburi. (Please list the extra curricular previously/currently involved.)

SEJARAH PERKHIDMATAN (EMPLOYMENT HISTORY) :

Senaraikan pengalaman pekerjaan bermula dengan yang terkini. Bahagian ini perlu dipenuhi walaupun pemohon mengemukakan resume bersama permohonan. Sekiranya bahagian ini tidak dipenuhi dengan lengkap, permohonan tidak akan diproses. Sila gunakan kertas tambahan jika ruang tidak mencukupi. (List all starting with the most current position held. You may attach a resume, but you must complete the employment section. Failure to answer all items in the following section may eliminate you from further consideration.) Please attach additional attachment if the space provided not enough.

Tarikh Lantikan (Dates Employed) Dari (From): Hingga (To):		Nama Jawatan (Position Title)	
Gaji (Salary) Terakhir (Final): RM /Bulan (Month)		Nama Organisasi/Alamat (Organization Name/Address)	
<input type="checkbox"/> Tetap (Permanent) <input type="checkbox"/> Kontrak (Contract)		Nama Penyelia/Jawatan/No. Tel. (Supervisor's Name/Title/Phone):	Sebab Berhenti (Reason For Leaving):
Senarai Tugas (Duties):			
Tarikh Lantikan (Dates Employed) Dari (From): Hingga (To):		Nama Jawatan (Position Title)	
Gaji (Salary) Terakhir (Final): RM /Bulan (Month)		Nama Organisasi/Alamat (Organization Name/Address)	
<input type="checkbox"/> Tetap (Permanent) <input type="checkbox"/> Kontrak (Contract)		Nama Penyelia/Jawatan/No. Tel. (Supervisor's Name/Title/Phone):	Sebab Berhenti (Reason For Leaving):
Senarai Tugas (Duties):			

PENGAKUAN PEMOHON (APPLICANT'S DECLARATION)

Saya mengaku bahawa maklumat yang diberi adalah betul. Saya memahami bahawa sekiranya ada di antara maklumat atau dokumen sokongan itu didapati palsu, permohonan saya akan terbatal atau perkhidmatan saya akan ditamatkan serta merta. Universiti Teknologi Malaysia juga mempunyai hak menyemak kelayakan akademik, pengalaman kerja terdahulu, rekod jenayah dan lain-lain latarbelakang yang berkenaan.

(I certify that the above statements are correct. I understand that any false information (or omissions) in this application, or its supporting documents, will be sufficient grounds for refusal to hire me or termination without notice. I further understand that the Universiti Teknologi Malaysia has the right to review and investigate my education, previous employment, criminal records and other background data.)

TANDATANGAN PEMOHON (APPLICANT'S SIGNATURE): _____ TARIKH (DATE): _____