

EMPLOYMENT APPLICATION FORM

(Private & Confidential)

BORANG PERMOHONAN JAWATAN

(Sulit & Peribadi)



Purpose This information is collected for the purpose of assessing your suitability for employment at INVENIO PTL PROPERTY & FACILITIES MANAGEMENT SDN. BHD. <i>Tujuan</i> <i>Maklumat ini dikumpulkan bertujuan untuk menilai kesesuaian anda berkhidmat di INVENIO PTL PROPERTY & FACILITIES MANAGEMENT SDN. BHD.</i>		Photo Gambar
Position applied for <i>Jawatan yang dipohon</i>		
Date of Availability <i>Tarikh ketersediaan</i>		
Expected Salary <i>Gaji dikehendaki</i>		

PERSONAL DETAILS / BUTIR-BUTIR PERIBADI

Name as per NRIC <i>Nama seperti di KP</i>			
Permanent Address <i>Alamat Tetap</i>		Correspondence Address <i>Alamat surat-menyurat</i>	
I.C No. / No. KP		Age / Umur	
Race / Bangsa		Gender / Jantina	
Religion / Agama		Date of Birth <i>Tarikh Lahir</i>	
Nationality / Warganegara		Place of Birth <i>Tempat Lahir</i>	
Tel. No (Home) <i>No. Tel (Rumah)</i>		Mobile phone <i>No. Telefon bimbit</i>	
E.P.F No.		SOCSO No.	
Income Tax No.			
Marital Status <i>Taraf Perkahwinan</i>		E-mail <i>E-mail</i>	

FAMILY PARTICULARS / MAKLUMAT KELUARGA

Name of Spouse <i>Nama Pasangan</i>		Occupation <i>Pekerjaan</i>	
Spouse's Employer <i>Majikan Pasangan</i>		Tel. No. <i>No. Telefon</i>	
Details of Children (if applicable) / Maklumat Anak (Jika berkenaan)			
Name / Nama	Gender / Jantina	Date of Birth / Tarikh Lahir	Age / Umur

IN CASE OF EMERGENCY / INDIVIDU DIHUBUNGI JIKA KECEMASAN

Person to be contacted <i>Nama untuk dihubungi</i>		Contact No. <i>Nombor Telefon</i>	
Address <i>Alamat</i>			

EDUCATION/ PROFESSIONAL/ QUALIFICATION (Please attach all relevant certificates) <i>TAHAP PENDIDIKAN (Sila sertakan salinan sijil-sijil)</i>			
Name of School / College / University <i>Nama Sekolah / Kolej/ Universiti</i>	From (mm/yy) <i>Dari (bb/tt)</i>	To (mm/yy) <i>Hingga (bb/tt)</i>	Qualification <i>Kelulusan / Pangkat</i>

EMPLOYMENT HISTORY / PENGALAMAN KERJA					
Employer <i>Majikan</i>	Position Held <i>Jawatan</i>	Period of Employment <i>Tempoh Berkhidmat</i>		Salary <i>Gaji Bulanan</i>	Reason for leaving <i>Sebab Berhenti</i>
		From/ Dari <i>(mm/yy)</i>	To / Hingga <i>(mm/yy)</i>		

PERSONAL STRENGTH / KEKUATAN DIRI			
Language Proficiency / Kemahiran Bahasa (Circle your proficiency level / Bulatkan tahap kemahiran anda)			
Spoken / Pertuturan		Written / Penulisan	
English / Bahasa Inggeris	1 2 3 4 5 6 7 8 9 10	English / Bahasa Inggeris	1 2 3 4 5 6 7 8 9 10
Bahasa Malaysia / Malay	1 2 3 4 5 6 7 8 9 10	Bahasa Malaysia / Malay	1 2 3 4 5 6 7 8 9 10
Language/Bahasa: MANDARIN	1 2 3 4 5 6 7 8 9 10	Language/Bahasa: MANDARIN	1 2 3 4 5 6 7 8 9 10
Language/Bahasa:	1 2 3 4 5 6 7 8 9 10	Language/Bahasa:	1 2 3 4 5 6 7 8 9 10
Language/Bahasa:	1 2 3 4 5 6 7 8 9 10	Language/Bahasa:	1 2 3 4 5 6 7 8 9 10
Acquired Skills <i>Kemahiran yang ada</i>			

GENERAL / Am

Hobbies/ interests/ sports:

Hobi/ Minat / Sukan:

Fitness to work? Yes / No

Sihat untuk bekerja? Ya / Tidak

Have you ever been convicted of a criminal offence? Yes / No

Adakah anda pernah disabitkan kesalahan jenayah? Ya/ Tidak

Have you ever been involved in any illegal drugs or controlled substances? Yes / No

Adakah anda pernah terlibat dalam pengambilan dadah atau barang larangan? Ya/ Tidak

Have you any relatives / friends you know in our employ? Yes / No

If Yes, please specify:

Adakah anda mempunyai saudara mara/ kawan yang dikenali? Ya / Tidak

Jika Ya, sila nyatakan:

REFERENCE / RUJUKAN

Name <i>Nama</i>	Position/Title <i>Jawatan</i>	Company <i>Syarikat</i>	Contact No. <i>No. Telefon</i>	Relationship to you <i>Hubungan</i>

DECLARATION / PENGAKUAN

I confirm that the information given on this form is to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed, summary dismissal.

Saya mengesahkan bahawa maklumat yang diberikan dalam borang ini adalah sepanjang pengetahuan saya, benar dan lengkap.

Apa-apa pernyataan palsu boleh menjadi sebab yang mencukupi untuk penolakan atau ditamatkan perkhidmatan

	Date / Tarikh	
Signature of Applicant / <i>Tandatangan Pemohon</i>		

FOR INTERVIEWERS

Checklist	Resume <input type="checkbox"/>	Copy of Certificate <input type="checkbox"/>	Copy of I/C <input type="checkbox"/>	Passport Size Photo <input type="checkbox"/>	Bank Statement <input type="checkbox"/>
Assessment	<i>Qualification</i>		Position:		
	<i>Technical Competency</i>			Salary:	
	<i>Character</i>				
	<i>Overall</i>				
Status of Application	<i>Appoint</i>		Department & Site:		
	<i>Other Position</i>				
	<i>KIV</i>		Allowance:		
	<i>Reject</i>				
Notes					

PERSONAL DATA PROTECTION NOTICE



This Personal Data Protection Notice ("Notice") is issued pursuant to the Personal Data Protection Act 2010 ("Act") and for the purpose of this Notice. "Personal Data" shall have the meaning as ascribed to it under the Act.

This Notice applies to the persons governed under the Act and serves to inform you how your Personal Data is controlled, processed and/or used by Invenio Potential Sdn Bhd, and Invenio PTL Property & Facilities Management Sdn Bhd collectively known as "Invenio Potential" with its place of operation at No. 18.01 & 18.02, Jalan Sri Perkasa 2/22, Taman Tampoi Utama, 81200 Johor Bahru, Johor.

For the purpose of this Notice. Personal Data includes data collected and to be collected before and after issuance of this Notice.

The personal data, information, supporting documents and application (either in writing, in document or in electronic form or by any other means) ("Personal Data") which you provide/submit for this job application to Invenio Potential, shall constitute that you have read, understood and agreed to the terms and conditions appealing below. Such Personal Data will be held and processed for the purpose of the selection process by Invenio Potential and in connection with any subsequent employment or placement, unless otherwise indicated.

With the submission of your Personal Data and application. you hereby agree, consent and declare that: -

- i. You have read, understood and accepted the statements set out in this Data Protection Notice:
- ii. The Personal Data given in this application shall be the latest information, which are true and complete;
- iii. You will immediately notify Invenio Potential whenever you discover that any of the Personal Data provided is outdated, inaccurate or there is a mistake in the Personal Data given;
- iv. If Invenio Potential employs you in reliance on the Personal Data and it is subsequently discovered that all or any part of the Personal Data provided is false, misleading, inaccurate or not true, it would be deemed to be a serious misconduct on your part which will entitle Invenio Potential to take such action(s) as deemed fit in its absolute discretion.
- v. Invenio Potential is authorized to verify all statements contained in this application and to make any necessary reference checks:

The Personal Data which you provide to Invenio Potential will be retained for as long as is necessary for the fulfilment of the purpose to which it was retained, as permissible under the governing data protection legislation (whenever applicable),

Invenio Potential will use their best endeavour to ensure the Personal Data will not be accessed by or disclosed to any unauthorized parties. Invenio Potential shall not at any time and under any circumstances be liable to you in connection with or arising from any disclosure or release of all or any parts of the Personal Data under whatsoever circumstances and/or in whatsoever manner.

We will process your personal data for purposes regarding employment with us, including to communicate with you, manage, improve and maintain effective human resources administration, process your payroll, respond to your enquiries or complaints, improve and facilitate employee performance and salary reviews, monitor compliance with our internal policies and procedures, rules and regulations, handbooks and guidelines, code of conduct, evaluate your performance, enable us to plan and monitor training requirements, conduct health checks on you, facilitate your secondment and transfer within the Firm and other purposes that are necessary or related to your employment with us.

We will not disclose any of your personal data to any third party without your consent except to the entities of Invenio Potential, our Client, our professional advisers, agents, vendors, suppliers, contractors, third party service providers, business partners, insurance companies, banks and financial institutions, within or outside Malaysia, where necessary, for the Purposes mentioned above, to any party who undertakes to keep your personal data confidential or to whom we are compelled or required under the law to disclose to.

It is necessary for us to collect and process your personal data. If you do not provide us with your personal data, or do not consent to this Personal Data Protection Notice, we will not be able to assess and process your application, offer you employment with us, manage and maintain your employment relationship with us, process your personal data for any of the purposes or offer you all employment benefits.

We reserve the right to update and amend this Personal Data Protection Notice from time to time. We will notify you of any amendments to this Personal Data Protection Notice via appropriate means. If we amend this Personal Data Protection Notice, the amendment will only apply to personal data collected after we have posted the revised Personal Data Protection Notice.

Acknowledgement

Name as per IC:
Identification Number:
Date:

Invenio Potential Sdn Bhd

Invenio PTL Property & Facilities Management Sdn Bhd



Dear Sir/Mdm,

RE: Consent Authorization Under Personal Data Protection Act 2010 ("PDPA Act") and Credit Reporting Agency Act 2010 ("CRA Act")

Pursuant to the Credit Reporting Agencies (CRA) Act 2010 and Central Bank of Malaysia Act 2009, I the undersigned do hereby give my consent to Invenio Potential Sdn Bhd / Invenio PTL Property & Facilities Management Sdn Bhd and CTOS Data Systems Sdn Bhd ("CTOS"), a registered credit reporting agency under the CRA Act to process my personal data.

By this consent, I understand and agree that:

- i. You may conduct credit/trade checks, CCRIS DCHEQS checks on me and where applicable with OTOS of any time for as long as I have a trade relationship with you or where any dues remain unpaid and outstanding with you, for any one or more of the following purposes:
 - a. Opening of account
 - b. Credit/Account monitoring
 - c. Debt recovery
 - d. Credit/Account evaluation
 - e. Credit/Account review
 - f. Legal documentation consequent to a contract or facility granted by you.
- ii. You may disclose any information on the undersigned, conduct of my accounts with you, to any business entity/ies for bona fide trade checking at any time. The undersigned is also aware and understand that such information will be provided to CTOS, who may in turn share such information to subscribers of their service.
- iii. Where you require any processing of the undersigned application to be processed by any processing centre located outside Malaysia (including your Head Office), the undersigned hereby give consent to CTOS to disclose the undersigned credit, CCRIS & DCHEQS reports to such locations outside Malaysia.
- iv. Apart from the above, the undersigned do give consent to you and the CTOS, to process the undersigned personal data as per the PDPA Act.

Acknowledgement

Name as per IC:
Identification Number:
Date: