



KUALA LUMPUR  
CONVENTION CENTRE

## CONVEX MALAYSIA SDN BHD

1. Application form must be filled with applicant's handwriting.
2. Copies of any certificate or testimonial must be attached to the form. The original must be available at the interview.
3. All information given will be treated as strictly confidential.
4. CMSB will not entertain the travelling and associated claims relating to this application or interview

Attached most recent passport size photograph

**Post applied for**

### A. PERSONAL PARTICULARS

Name :

Permanent Address :

Telephone No :

Mobile No :

Correspondence Address :

Telephone No :

Mobile No :

Date of Birth :

Place of Birth :

New NRIC No :

Old NRIC No :

Nationality :

Race : Malay / Chinese / Indian / Eurasian

Sex : Male / Female

Other :

Status : Single / Married / Divorced / Widowed

Religion : Islam / Buddha / Hindu / Christian

Other :

EPF No :

Socso No :

Income Tax :

### B. FAMILY DETAILS

Name	Age	Occupation
Father :		
Mother :		
Spouse :		
Brothers / Sisters :		
1.		
2.		
3.		

\* Brother and Sisters - Please use extra piece of paper if the column provided is insufficient

Please list your children in order of age :-

Name	Age	Sex	Education Primary / Secondary / College

\* Please use extra piece of paper if the column provided is insufficient

**C. EDUCATION BACKGROUND**

School / College / University Attended	Year		Achievement
	From	To	
Primary			
Secondary			
College			
University			

**D. LANGUAGE PROFICIENCY**

Language Skill	Listening			Speaking			Reading			Writing		
	Good	Fair	Poor	Good	Fair	Poor	Good	Fair	Poor	Good	Fair	Poor
Bahasa Malaysia												
English												

**E. COMPUTER SKILLS**

Computer Skills	Microsoft Word			Microsoft Excel			Other:			Other:		
	Good	Fair	Poor	Good	Fair	Poor	Good	Fair	Poor	Good	Fair	Poor
Other skills (if any)												

**F. EXTRA CURRICULAR ACTIVITIES**

State participation in extracurricular activities, position of responsibility held and games played.

1. At School / College / Present
2. Hobbies / Interest

**G. WORK EXPERIENCE**

Give details including temporary work. If any, (start with your present job and work back to first)

Employer	Position	From	To	Last Drawn Salary	Reason For Leaving
1.					
2.					
3.					
4.					

REASON FOR APPLYING FOR THE STATED POSITION

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Expected Salary : **RM** \_\_\_\_\_

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

Do you have any relatives working in CMSB or KLCC Group of Companies? Please give names and department

Name	Department / Company	Relationship

**H. REFEREES AND TESTIMONIALS**

List 2 referees and state if we have your consent to approach them

Name	Employment Position / Company / Tel. No	Relationship
1.		
2.		

**I hereby declare that :**

1. I have not been convicted of any criminal offence or been declared bankrupt on any country;
2. I have never been directly or indirectly involved in the usage / sale / addiction of DADAH;
3. The particulars in this application and sheets attached hereto are true in every respect; and
4. I have not willfully suppressed any material facts.

I further declare that the information provided in this form by me is true, complete and correct. I understand that if any information provided in this form is found to be false upon employment, the company reserves the right to terminate my service.

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

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

## I. INTERVIEW ASSESSMENT

Name		Date of Interview	
Current Position		Place of Interview	
Position Desired		Date Available	

Check the appropriate box in each category, then make additional comments below.

Points	Appearance	Bearing	Expression	Job Knowledge	Motivation	Personality
1	<input type="checkbox"/> Indifferent to attire & grooming, sloppy, unkept	<input type="checkbox"/> No bearing, lacks of confidence, slovenly posture	<input type="checkbox"/> Uncommunicative, confused thoughts, poor vocabulary	<input type="checkbox"/> None as pertains to this position	<input type="checkbox"/> None, apathetic, indifferent, disinterested	<input type="checkbox"/> Unpleasant
2	<input type="checkbox"/> Careless attire, poor grooming	<input type="checkbox"/> Often appears uncertain, poor posture	<input type="checkbox"/> Poor speakers, hazy thoughts, ideas	<input type="checkbox"/> Will need considerable training	<input type="checkbox"/> Doubtful interest in position	<input type="checkbox"/> Slightly objectionable
3	<input type="checkbox"/> Functional attire, neatly groomed	<input type="checkbox"/> Holds self well, seems confident	<input type="checkbox"/> Speaks well, expresses ideas adequately	<input type="checkbox"/> Basic, but will learn on the job	<input type="checkbox"/> Sincere desire to work	<input type="checkbox"/> Likeable
4	<input type="checkbox"/> Well groomed	<input type="checkbox"/> Sure of self, reflect confidence	<input type="checkbox"/> Speaks, thinks clearly with confidence	<input type="checkbox"/> Well versed in position, little training needed	<input type="checkbox"/> Strong interest in position, asks questions	<input type="checkbox"/> Pleasing
5	<input type="checkbox"/> Immaculate attire & grooming	<input type="checkbox"/> Highly confident, inspires others, asserts presence	<input type="checkbox"/> Exceptional, speaks clearly, concisely with confidence, ideas well thought out	<input type="checkbox"/> Extremely well versed, able to work without further training	<input type="checkbox"/> Highly motivated, eager to work, asks many questions	<input type="checkbox"/> Extremely pleasing, charming individual.

Points Per Category      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

Total Points :      \_\_\_\_\_

**OVERALL IMPRESSION :**

**Unsatisfactory**       **Marginal**       **Satisfactory**       **Very Good**       **Excellent**  
 1 - 15 pts      16 - 18 pts      19 - 21 pts      22 - 25 pts      26 - 30 pts

**INTERVIEWER :** \_\_\_\_\_

**COMMENTS :** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_