



**PIAU KEE GROUP OF COMPANIES**

**职位申请表格  
EMPLOYMENT APPLICATION FORM**

COMPANY 公司			
<input type="checkbox"/> PIAU KEE LIVE & FROZEN SEAFOOD SDN BHD	<input type="checkbox"/> PIAU KEE SEAFOOD RETAILS (M) SDN BHD	<input type="checkbox"/> PIAU KEE MARINE SDN BHD	<input type="checkbox"/> GREEN MASTER GLOBAL FINE FOOD SDN BHD
<b>POSITION APPLIED</b> 应征职位			
			<b>PHOTO</b> 照片

**SECTION 1: PERSONAL PARTICULAR 个人资料**

NAME 姓名 (as in NRIC)	<input style="width: 95%;" type="text"/>	CHINESE NAME: 中文姓名	<input style="width: 95%;" type="text"/>
NRIC NO 身份证号码	<input style="width: 95%;" type="text"/>	NATIONALITY: 国籍	<input style="width: 95%;" type="text"/>
DATE OF BIRTH 出生日期	<input style="width: 25%; text-align: center;" type="text"/> / <input style="width: 25%; text-align: center;" type="text"/> / <input style="width: 25%; text-align: center;" type="text"/>	AGE: 年龄	<input style="width: 25%;" type="text"/>
RACE 种族	<input style="width: 95%;" type="text"/>	RELIGION 宗教	<input style="width: 95%;" type="text"/>
RESIDENTIAL ADDRESS 目前的住址	<input style="width: 95%; height: 40px;" type="text"/>		
E-MAIL 电子 邮箱	<input style="width: 95%;" type="text"/>		
BANK 银行	<input style="width: 25%;" type="text"/>	ACCOUNT: 户口号码	<input style="width: 25%;" type="text"/>
		CONTACT NO.: 联络电话	
		HOME 住家	: <input style="width: 95%;" type="text"/>
		MOBILE NO.手机	: <input style="width: 95%;" type="text"/>
		EPF NO 公积金号	<input style="width: 95%;" type="text"/>
		INCOME TAX NO 所得税号	<input style="width: 95%;" type="text"/>
EMERGENCY CONTACT 紧急联系人	NAME 姓名	CONTACT NUMBER 联络电话	RELATIONS 关系
	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

**SECTION 2: FAMILY BACKGROUND 家庭背景**

SPOUSE PARTICULARS(IF MARRIED) 配偶资料			
FULL NAME 姓名:	NRIC NO. 身份证号码:		
OCCUPATION 职业:	EMPLOYER 雇主:		
GIVE DETAILS OF CHILDREN (IF ANY) 子女资料 (如有)			
NO. OF CHILDREN 总共有几位子女: _____			
FULL NAME 姓名	GENDER 性别	AGE 年龄	EDUCATION / OCCUPATION 学业/职业



GIVE DETAILS OF PARENTS AND SIBLINGS 父母和兄弟姐妹的资料					
FULL NAME 姓名	GENDER 性别	AGE 年龄	RELATIONS 关系	EDUCATION / OCCUPATION 学业/职业	COMPANY / SCHOOL 公司/学校

**SECTION 3: EMPLOYMENT HISTORY (Start with the current or most recent)**  
**工作简历 (从最近的经历开始)**

DATE 雇用年月		NAME OF COMPANY / EMPLOYER 公司名称	POSITION 职位	MONTHLY BASIC SALARY 基薪		ALLOWANCE (IF ANY) 津贴 (如有)	REASONS FOR LEAVING 离职原因
FROM 从 (MM/YY)	TO 至 (MM/YY)			START 起薪 (RM)	END 最后基薪 (RM)		

*(Please attached with your latest payslip if you bring along)* 请附上工钱单，如有携带

CURRENT JOB RESPONSIBILITIES (IF ANY) 主要职责 (如有)	NOTICE PERIOD 通知期	AVAILABLE DATE / INTERNSHIP PERIOD 可到职的日期 / 实习期	LATEST REMUNERATION PACKAGE 最新的薪酬福利	EXPECTED SALARY (RM) 期望薪资



**SECTION 4: EDUCATION BACKGROUND (START WITH THE HIGHEST LEVEL)**

**教育状况 (从最高学历开始)**

DATE (MM/YY) 起止日期		SCHOOL / COLLEGE / UNIVERSITY 学校/大学	QUALIFICATION OBTAINED 所获学位/文凭	RESULT / CGPA 成绩
FROM 从	TO 至			
PROFESSIONAL QUALIFICATIONS / OTHER QUALIFICATIONS (TRAINING / AWARDS / CERTIFICATIONS OF LICENCES HELD) 专业资格 (培训/奖项/证书)				
INSTITUTION NAME 培训机构		CERTIFICATION DETAILS 所获得证书/专业资格	YEAR OBTAINED 颁授年份	

**SECTION 5: LANGUAGE PROFICIENCY AND COMPUTER LITERACY 语言能力和电脑技能**

*\*Please rate proficiency level (4-Fluent 3-Good 2-Average 1-Poor)*

请注明语言的能力程度 (4-流利 3-良好 2-普通 1-略懂)

LANGUAGE 语言	SPOKEN 会话			WRITTEN 书写
Bahasa Malaysia 马来语				
English 英语				
Chinese 华语				
Others, please state: 其他, 请详细 _____				
COMPUTER LITERACY 电脑技能				
Microsoft Windows	<input type="checkbox"/> Expert 精通	<input type="checkbox"/> Familiar 熟练	<input type="checkbox"/> Basic 略懂	
Microsoft Word	<input type="checkbox"/> Expert 精通	<input type="checkbox"/> Familiar 熟练	<input type="checkbox"/> Basic 略懂	
Microsoft Excel	<input type="checkbox"/> Expert 精通	<input type="checkbox"/> Familiar 熟练	<input type="checkbox"/> Basic 略懂	
Microsoft Powerpoint	<input type="checkbox"/> Expert 精通	<input type="checkbox"/> Familiar 熟练	<input type="checkbox"/> Basic 略懂	
Others, please state: 其他, 请详细 _____	<input type="checkbox"/> Expert 精通	<input type="checkbox"/> Familiar 熟练	<input type="checkbox"/> Basic 略懂	



**SECTION 6: DECLARATION (Please tick YES or NO and specify in space provided.)**

**声明 (请在“是”或“否”的格子打勾，如需要，请在空位说明原因)**

	YES 是	NO 否
<p>Do you have any relatives or friends working with Piau Kee Group or in same industry? If yes, kindly fill up the information below:- 有任何亲属或朋友在标记集团或在同行就业? 如有, 请填写以下的资料:</p> <p>NAME 姓名: _____ DEPARTMENT 部门: _____</p> <p>RELATIONSHIP 关系: _____</p>		
<p>Were you referred by an existing Piau Kee employee to apply for this position? If yes, kindly fill up the information below:- 是否由标记员工推荐的? 如是的, 请填写以下的资料:</p> <p>Referred by 推荐人: _____ Relationship with Referee 与推荐人的关系: _____</p> <p>Referee's Department 所属部门: _____ Referee's Position 推荐人职位: _____</p>		
<p>Do you have any criminal record / charged in the court of law? 你有否曾有犯罪记录?</p> <p>If yes, please explain. 如有, 请说明。 _____</p>		
<p>Have you ever been adjudicated a bankrupt, discharged or undischarged? 你有否曾被宣告破产, 已解除或未获解除破产?</p> <p>If yes, please explain. 如有, 请说明。 _____</p>		
<p>Have you ever been appointed as a Director in any private / public limited company or a partner in any partnership business or having any other part time employment? 你有否曾被任命为任何私人/公共有限公司的董事或是合伙人或有其他兼职工作?</p> <p>If yes, please explain. 如有, 请说明。 _____</p>		
<p>Have you ever been dismissed from a job? 你是否曾被前任公司解雇过?</p> <p>If yes, please explain. 如有, 请说明。 _____</p>		
<p>Are you currently under long-term medication? 你目前是否在接受长期用药的疗程?</p> <p>If yes, please explain. 如有, 请说明。 _____</p>		
<p>Have your family members suffered from or currently suffering from serious / critical illness? Please specify whom in your family has serious/ critical illness and specify the illness? 你有家庭成员患有严重疾病吗? 如有, 请说明是哪位成员和疾病?</p> <p>If yes, please explain. 如有, 请说明。 _____</p>		
<p>Are you physically disabled? 你的身体是否有任何部位缺陷?</p> <p>If yes, please explain. 如有, 请说明。 _____</p>		
<p>For FEMALE ONLY - Are you currently pregnant? 女性 - 你现在是否有身孕?</p> <p>If yes, please specify. 如有, 请说明。 _____</p>		
<p>For FEMALE ONLY - Are you planning to have a child within the first year of employment? 女性 - 你有否打算在这一年生育?</p>		



**SECTION 7: OTHER INFORMATION (Please tick which is applicable and specify in space provided.)**

**其他资料 (请在适合的格子里打勾, 如需要, 请在空位上说明原因)**

- 1) Do you hold a valid driving license ?  YES  NO  
 你有合格的驾照吗 ?  
 If YES, please specify the license you have.   
 如有, 请说明你拥有的驾驶执照
- 2) Do you possess own transport ?  NO  CAR  MOTORCYCLE  
 你拥有自己的交通工具吗 ?
- 3) For the past 5 years, have you been convicted of any traffic violations ?  YES  NO  
 过去5年, 你是否被判定违规交通行为 ?  
 If YES, Please indicate **WHEN :** \_\_\_\_\_  
 如有, 请说明 **几时**  
**WHERE :** \_\_\_\_\_  
**哪里**  
**CASE DETAILS :** \_\_\_\_\_  
**详情**
- 4) Are you prepared to work overtime if and whenever you are required to do so?  YES  NO  
 有需要时, 你是否愿意加班 ?
- 5) Are you willing to travel?  YES  NO  
 你是否愿意出远门(国内)
- 6) Any other relevant information that may help your application. 其他与申请此职位有关的资料

**SECTION 8: REFEREES (EXCLUDING RELATIVES) 咨询人 (不包括亲属)**

We may approach these referees for testimonials.  
 本公司或许会向下列咨询人查询有关你的信息

NAME 姓名	COMPANY AND DESIGNATION 公司和职位	RELATIONS 关系	YEARS KNOWN 相识几年	CONTACT NO. 联络号码

I declare that the above information, the supporting documents enclosed and those attached in separate sheets (if any) given by me, are to the best of my knowledge and belief, true and accurate.

I understand and accept that should I be found to have withheld any information required or provided any false information/documents for whatever reasons either verbally or in writing, any employment which may be offered to me shall be considered void and the Company reserves the right to terminate my service without prior notice or salary-in-lieu of notice.

本人在此申请表格中所填写一切内容和所提供文件均属真实, 无任何隐瞒。  
 如有讹报虚词者, 自愿接受被公司即日解雇之处分, 而不受任何薪金补偿, 并且本人授权公司调查上述资料的真实性。

\_\_\_\_\_  
SIGNATURE OF APPLICANT 签名

\_\_\_\_\_  
DATE 日期



**FOR OFFICE USE ONLY (APPLICANTS PLEASE IGNORE THIS PAGE)**

**A. INTERVIEW STATUS**

<input type="checkbox"/> Rejected 否绝	<input type="checkbox"/> KIV 保留	<input type="checkbox"/> Approved 批准
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**B. 2ND INTERVIEW (IF ANY)**

DATE		TIME	
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**C. APPOINTMENT**

Job Title: 职位		Department: 部门	
Starting salary: 起薪		Allowance: 津贴	
Working Hour: 工作时间		Off Day / Rest day: 休息日	
Date of Commencement: 开工日期		Probation: 试用期	

**D. APPROVAL SECTION**

\_\_\_\_\_  
Head of Department  
部门经理  
Date: \_\_\_\_\_

\_\_\_\_\_  
Director  
董事  
Date: \_\_\_\_\_