



APPLICATION FORM

You are required to answer **ALL** questions on this form. Incomplete applications will not be entertained. Dates' provided will be used for background checks, payroll and filing records. Requests from Human Resources Department can be made should you decide to view all your dates' being kept by the Company.

POSITION APPLIED FOR	
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1. PERSONAL PARTICULARS

NAME			CHINESE NAME (IF APPLICABLE)					
DATE OF BIRTH (dd/mm/yyyy)	ID CARD/PASSPORT NO.	COUNTRY OF ISSUE	SERVICE NUMBER/WARRANT CARD NO. (IF APPLICABLE)					
ID COLOR		NATIONALITY	HEIGHT (ft/inch)	WEIGHT (kg)				
PRESENT ADDRESS								
PERMANENT ADDRESS								
DRIVER'S LICENSE	CLASS DRIVER'S LICENSE				OWN TRANSPORT	RACE	RELIGION	
YES NO	1 6	2 7	3 8	4 9	5 10	YES NO		
MARRIAGE STATUS		NO. OF CHILDREN	SPOUSE'S NAME (IF MARRIED)					
Married Widow / Widower Divorce Single								
CONTACT PHONE NO.		EMAIL ADDRESS		BANK ACCOUNT:		BANK ACCOUNT NO.		
(M) (H) (O) Others:				BIBD SCB BAIDURI Others:				

2. ACADEMIC QUALIFICATIONS (IN REVERSED CHRONOLOGICAL ORDER)

FROM (MTH/YR)	TO (MTH/YR)	SECONDARY/POST SECONDARY/UNIVERSITY	CERTIFICATE/DIPLOMA OR DEGREE (With Subjects and levels)

3. LANGUAGE PROFICIENCY

LANGUAGES	SPOKEN			WRITTEN		
	GOOD	FAIR	POOR	GOOD	FAIR	POOR
ENGLISH						
MALAY						
MANDARIN						
OTHERS						



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4. PROFESSIONAL QUALIFICATIONS

CERTIFICATE/DIPLOMA OR DEGREE (With Subjects and levels)	BODY OF ISSUE e.g Institute, Association	DATE OF ISSUE

5. WORKING EXPERIENCE (IN REVERSED CHRONOLOGICAL ORDER)

FROM (MTH/YR)	TO (MTH/YR)	COMPANY/ORGANIZATION	POSITION / JOB TITLE	REASON(S) FOR LEAVING

6. EMERGENCY CONTACT (Person to be notified in case of emergency)

NAME	NAME
ADDRESS	ADDRESS
RELATIONSHIP	RELATIONSHIP
CONTACT NO.	CONTACT NO.

7. PERSONAL REFEREES

Kindly provide TWO referees who are not your relatives or direct families. Those acquainted with your work history are preferred (e.g immediate supervisors)

NAME	OCCUPATION	NAME AND ADDRESS OF COMPANY	RELATIONSHIP	CONTACT NUMBER

8. AVAILABILITY AND EXPECTED SALARY

Current Salary	BND	_____ (monthly)	BND	_____ (Annually)
Expected Salary	BND	_____	Earliest Date Available	_____

9. OTHERS

Have you worked in any Aegis/S3 Group of Companies previously?

NO	YES	COMPANY	_____	POSITION	_____
		DATE JOINED	_____	DATE RESIGNED	_____

Do you have family members, relatives or contacts working in any Aegis/S3 Group of Companies?

NO	YES	NAME	_____	RELATIONSHIP	_____
		COMPANY	_____	POSITION	_____

Have you ever been found guilty of an offence in a court of law, in and outside of Brunei Darussalam?

NO	YES (please state details)	_____
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Do you agree to reference being made forthwith to your recent employer(s). (No such reference will be made without your permission).

NO YES



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10. SUPPLEMENTARY INFORMATION

Other particulars which in your opinion, have a bearing on your application

11. DECLARATION

I declare that the information given above is true and accurate to the best of my knowledge and belief. I understand that any false information given by me may render me liable to dismissal if employed by the Company.

I hereby authorize you to obtain information on me from all my employers and schools, and the persons named by me as reference. I hereby release all such employers, schools and individuals from any liability for any damage whatsoever resulting from giving such information in good faith.

APPLICANT SIGNATURE

Insert your E-signature here

DATE



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FOR OFFICE USE ONLY

PART 1 FIRST INTERVIEW			
INTERVIEW ASSESSMENT	Grade A-E	Remarks	Overall Comments:
Professional Knowledge/Skills:			<hr/> <hr/> <ul style="list-style-type: none"> <input type="radio"/> Recommended For <ul style="list-style-type: none"> <input type="radio"/> Second Interview <input type="radio"/> Employment (Please fill in PART 3) <input type="radio"/> Not Recommended <input type="radio"/> Others _____ <p>Interviewed by _____ Title _____ Date _____</p>
Qualifications			
Experience			
Language Proficiency			
Confidence			
Communication Skills			
Appearance			
Others			

PART 2 SECOND INTERVIEW			
INTERVIEW ASSESSMENT	GRADE A-E	Remarks	Overall Comments:
Professional Knowledge/Skills:			<hr/> <hr/> <ul style="list-style-type: none"> <input type="radio"/> Employment (Please send to HR) <input type="radio"/> Not Recommended <input type="radio"/> Others _____ <p>Interviewed by _____ Title _____ Date _____</p>
Qualifications			
Experience			
Language Proficiency			
Confidence			
Communication Skills			
Appearance			
Others			

PART 3 FOR HUMAN RESOURCES OFFICE ONLY		
Job Title	Division/Department	Grade
Approved Salary	Commencement Date	
Confirmed by		
Human Resources Manager	Date	