

BRIGHT PROPERTY SERVICE (MALAYSIA) SDN BHD (1258004-K)

P-02-01 – P-02-02, Level 2, Block G, Jalan Forest City 17, Laman Damai Satu, Pulau Satu, 81550, Gelang Patah, Johor, Malaysia.

Office Tel: +607 2132338 Email: brightpropertyservicemalaysia@gmail.com

Job Application Form

(A) Personal Particulars

| | | | |
|----------------|----------|-----------------------|---|
| Name | English: | IC No: | : |
| | Chinese: | | |
| Race | : | Gender | : |
| Date of Birth | : | Marital Status | : |
| Religion | : | Email | : |
| Contact Number | : | Highest Qualification | : |
| Height (cm) | : | Weight (Kg) | : |
| Hobby | : | Expected Salary | : |
| Address | : | | |

(B) Language Proficiency

| Language | Writing | Speaking |
|-----------------|--------------------------------|--------------------------------|
| English | Excellent / Good / Fair / Poor | Excellent / Good / Fair / Poor |
| Bahasa Malaysia | Excellent / Good / Fair / Poor | Excellent / Good / Fair / Poor |
| Mandarin | Excellent / Good / Fair / Poor | Excellent / Good / Fair / Poor |

(C) Computer Literacy

| | |
|-----------------------|----------------------------------|
| Microsoft Word | : Excellent / Good / Fair / Poor |
| Microsoft Excel | : Excellent / Good / Fair / Poor |
| Power Point | : Excellent / Good / Fair / Poor |
| Others (Please state) | : |

(D) Transportation / Mobility

| | | |
|-----------------------|-----------------------------|-----------------------|
| Driving License | : Yes / No | Class: |
| Possess own Transport | : Yes / No | Vehicle No: |
| Willingness to Travel | : Within Malaysia: Yes / No | To Overseas: Yes / No |

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(E) Education Background

| Graduation (Month/Year) | University/ College/ School | Major | PhD/Master/ Degree/Diploma/SPM |
|-------------------------|-----------------------------|-------|--------------------------------|
| till | | | |
| till | | | |
| till | | | |
| till | | | |

| | | |
|-----------------------------|---|--|
| Other Certificates (if any) | : | |
| | : | |
| | : | |

(F) Working Experience

| Month/Year | Company Name | Department | Position | Salary | Reason of Leaving |
|------------|--------------|------------|----------|--------|-------------------|
| till | | | | | |
| till | | | | | |
| till | | | | | |
| till | | | | | |
| till | | | | | |

(G) Family Background (Father / Mother / Spouse / Siblings / Children)

| Name | Relationship | Age | Company Name | Position | Contact No |
|------|--------------|-----|--------------|----------|------------|
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(H) Declaration

***If you have any relatives / friends working at BPS, please declare accordingly.**

| Name | Relationship | Department | Position | Contact No |
|------|--------------|------------|----------|------------|
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(I) Emergency Contact Person

| | | |
|--------------|---|--|
| Name | : | |
| Relationship | : | |
| Contact No | : | |

(J) Referees

| Referee (1) | Referee (2) |
|----------------|----------------|
| Name : | Name : |
| Position : | Position : |
| Company : | Company : |
| Contact No : | Contact No : |
| Email : | Email : |
| Relationship : | Relationship : |

(K) Others

| | |
|--|----------|
| Have you ever been suspended/terminated/dismissed from employment? | Yes / No |
| Have you ever had/ are you suffering from any disease? | Yes / No |
| Have you ever had/ are you suffering from any mental illness? | Yes / No |
| Have you been/are you suffering from any physical impairment or illness? | Yes / No |
| Have you ever had any surgical operation previously? | Yes / No |
| Have you ever been detained by the police/ any authorities? | Yes / No |
| Have you ever been convicted criminal offence? | Yes / No |
| Have you ever been adjudged bankruptcy/committed any acts of bankruptcy / currently have a bankruptcy notice/ bankruptcy petition filed against you? | Yes / No |
| If you answer is "Yes" to any of the above questions, please give details in the space below: | |
| | |

Declaration:

1. I hereby give my consent to the Company to collect, use disclose, and/ processing my personal data from or with any source (including third parties) as be deemed appropriate by the Company for the purposes of assessing my application for employment. Such personal data set out in this application form and documents and any other personal information provided.
2. I hereby declare that all the information given in this application is true to the best of my knowledge and belief, and I have not wilfully suppressed any material fact. I understand that nay false information or mission may disqualify me from further consideration for employment and may result in my dismissal or termination without notice if discovered at a later date.

By signing below, I hereby certify that I have read and understood all of the clauses above and that I agreed to all of them.

Signed by applicant :

Name/Date:

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Office Tel: +607 2132338 Email: brightpropertyservicemalaysia@gmail.com**Interview Evaluation Form****面试评估表**

| | |
|----------------------|---|
| Candidate Name 候选人姓名 | : |
| Department 应聘部门 | : |
| Position 应聘岗位 | : |
| Expected Salary 期望工资 | : |

| Evaluation Factors 评估要素 | Description 描述 |
|-------------------------------------|---|
| Professional Knowledge 专业知识 | Have in depth understanding of professional knowledge, clear and rigorous logical thinking. 持有相关专业知识，理解程度深，覆盖面广；语言表述思路清理，逻辑严谨。 |
| Work Performance 工作业绩 | Good performance in the past working experience, work content clearly described, prominent key points. 在过往工作经历中业绩出色，工作内容阐述清晰，重点突出。 |
| Job relevance 岗位相关度 | Understanding of job position, high recognition & acceptance; suitability in term of job responsibilities 对岗位的认知度、认同度高，与本岗位职责要求匹配度高。 |
| Professional qualifications 专业资格 | Have related certificates, professional title, qualification, etc. 具备专业职称、相关证书、执照资格等。 |

| |
|----------------|
| Comments 面试评价: |
| |

| |
|-------------------------|
| Interview Outcome 面试结果: |
|-------------------------|

| | | |
|-------------|----------------------|-----------------|
| Hire 录用 () | Keep in View 待考虑 () | Rejected 拒绝 () |
|-------------|----------------------|-----------------|

| |
|--|
| Signed by Interviewer/Name/Date 面试官签名/姓名/日期: |
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| | |
|--|---|
| To be filled by Head of HR 人力资源部填写: | |
| Name 姓名 | : |
| Type of Employment 劳动类别 | : () Full Time 全职 () Fixed Term Contract 有期合同 : () Internship 实习 |
| Type of Employee 员工类别 | : () Local 本地员工 () Expatriate 外派员工 |
| Department 部门 | : |
| Position 岗位 | : |
| Grade 职级 | : |
| Highest Qualification 最高学历 | : () Below SPM () SPM : () STPM or A Level () Professional Certificate : () Diploma () Degree : () Master () PhD |
| Age 年龄 | : |
| No. of Years of Working Exp 工作年数 | : |
| Expected Salary 期望工资 | : RM/RMB |
| Basic Salary 基本工资 | : RM/RMB |
| Transport Allowance 交通补贴 | : RM/RMB |
| Handphone Allowance 电话补贴 | : RM/RMB |
| Meal Allowance 餐补 | : RM/RMB |
| Other Allowance 其他补贴 | : RM/RMB : RM/RMB : RM/RMB : RM/RMB : RM/RMB |
| Remark 备注 | : |
| Signed by Head of HR 人力资源部负责人签名/姓名/日期: | |
| | |

| | |
|---|--|
| Signed by Head of Region 区域负责人签名/姓名/日期: | |
| | |