

JOB INFORMATION(to be filled by recruitment)/MAKLUMAT PEKERJAAN (diisi oleh pengambilan pekerja)			
Referral (Referred by)/Rujukan (Dirujuk Oleh)	Walk -in/email /fax (Temu duga Jumpa Terus /e-mel/faks)	Headhunter/Pencari Bakat	Search Sites /Internet(Laman Carian/Internet)
Job fair/ Pameran Kerjaya	OJT/Internship Program(Program Latihan)	Others/Lain-lain	
Starting date(Tarikh mula) DOJ (dd/mm/yy)	End of Probationary Period(Tamat Tempoh Percubaan) (dependent of Manager's approval)	Starting Salary(Monthly)/Gaji Permulaan(Bulanan)	
Reason for hiring (Sebab Pengambilan) (is it new Position or Replacement) / (Jawatan Baru atau Penggantian)		Salary Grade(Gred Gaji)	
Location ID (Lokasi ID)		Business unit (Unit Bisnes)	
Department (Jabatan)		Function(Fungsi)	
Accounts Code/ Kod Akaun		Function/Sub Job Function(Fungsi/Sub Fungsi Kerja)	
Salary Plan(Pelan Gaji)		Job Code (Kod Kerja)	
Job title (jawatan Pekerjaan)		Company/Syarikat	
Immediate Supervisor/ Penyelia		Position/ Jawatan	
		Legal Employer/ Majikan Sah	
	1)Original Copy for Personal File Salinan asal Fail Peribadi		
Signature of Appointee Tandatangan Pelantik	2)Copy for Payroll Update Salinan Slip Gaji Terkini	Date Tarikh	