



# Application for Employment

**Caffe Bene Malaysia Sdn. Bhd. (1045964-A)**

*(Formerly known as Asia Caffe Bene Sdn Bhd)*

No 7, Lorong Teknologi 3/4a, Nouvelle Industrial Park 2, Taman Sains Selangor 1,  
Kota Damansara, 47810 Petaling Jaya, Selangor D. E., Malaysia.

Phone: +603-6143 6333 | Fax: +603 6143 7333

## Private & Confidential

Please complete in block letters and attach all relevant certificates and testimonials

## Position(s) Applied For

(1)

(2)

Paste Photo  
Here

## Personal Particulars

Name *(as in NRIC/Passport)*

Male

Female

Permanent Address

Contact Number(s)

Residence

Office

Mobile

NRIC Number (pink/blue) / Passport Number

Nationality

Date of Birth

Place of Birth

Race

Chinese

Malay

Indian

Others *(please specify)*

Marital Status

Single

Married

Divorced

Separated

Widowed

Religion

Buddhist

Christian

Hindu

Islam

Others

## Family Particulars

Father's Name

Mother's Name

Number of Siblings

Brothers ( )

Sisters ( )

Spouse's Name

Spouse's Occupation

Spouse's Employer

Number of Children

Ages of Children

Name of Person to Notify in Case Of Emergency

Relationship

Address

Contact Number

## Education (beginning with latest qualification, including professional qualifications)

| Education Level | Name of Institution | Qualifications Obtained | Year Obtained |
|-----------------|---------------------|-------------------------|---------------|
|                 |                     |                         |               |
|                 |                     |                         |               |
|                 |                     |                         |               |
|                 |                     |                         |               |
|                 |                     |                         |               |

### Linguistic Ability

|          |         |          |       |       |  |  |  |  |  |
|----------|---------|----------|-------|-------|--|--|--|--|--|
| Language | English | Mandarin | Malay | Tamil |  |  |  |  |  |
| Spoken   |         |          |       |       |  |  |  |  |  |
| Written  |         |          |       |       |  |  |  |  |  |

### Employment History *(Please list showing current or most recent employer first)*

Current / Most Recent Employer's Name

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Designation: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

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Summary of job function

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Last Drawn Basic Salary \_\_\_\_\_ Allowances \_\_\_\_\_

Reasons for Leaving

| Employer's Name | Designation | From | To | Reasons for Leaving |
|-----------------|-------------|------|----|---------------------|
|                 |             |      |    |                     |
|                 |             |      |    |                     |
|                 |             |      |    |                     |
|                 |             |      |    |                     |

Are you willing to perform shift duties on weekdays and weekends including public holidays?  Yes  No

### General Declarations

Are you in good health?  Yes  No

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Do you suffer from any physical impairment, diseases or mental illness, counseling now or previously?  Yes  No

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Are you presently on medication (excluding supplements) as a result of your health condition?  Yes  No

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Have you ever been convicted in a Court of Law in any country?  Yes  No

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Are you in the midst of or in the process of any arbitration proceedings?  Yes  No

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Are you presently or previously subject to any court assessments/ proceedings specifically arising out of intellectual property, or propriety of information or breach of trust, not limited to any government agencies, professional bodies or previous employers  Yes  No

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Are you in the process or in the application for any court or civil proceedings?  Yes  No

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Are you currently suffering or have you previously suffered any financial embarrassment?  Yes  No

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Are you a bankrupt or have you ever been made bankrupt?  Yes  No

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Have you been the subject for any current or past or pending & / or in-progress investigations, not limited to government authorities or with past employers?  Yes  No

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Have you ever been dismissed or terminated or received any disciplinary action in your previous employment?  Yes  No

Is there any other adverse information that we should be aware of in considering your suitability for employment?

If your response is "yes", please describe below:

Yes  No

Do you have any friends or relatives working in our Company / Group? If yes, please furnish details below

Yes  No

| Name of Person | Appointment Held | Department | Relationship |
|----------------|------------------|------------|--------------|
|                |                  |            |              |
|                |                  |            |              |

**References** (If you have no objection to us seeking references from your past employers, please furnish details below)

| Name of Referee | Profession | Contact No. / E-mail | Years Known |
|-----------------|------------|----------------------|-------------|
|                 |            |                      |             |
|                 |            |                      |             |

Do you give consent to us to write to your previous employers for reference check?

Yes  No

**Declaration**

I hereby declare to the following declarations.

- i. I declare that all particulars on this application are true and correct to the best of my knowledge. I understand and accept that if there has been any misrepresentation or omission of facts relating to this application or if I have willfully suppressed any material facts, the Company reserves the absolute right to take disciplinary action against me including immediate dismissal from the Company's service even if I have already been employed.
- ii. Should there be any change(s) in the status and/or truth of the declarations above, it is my sole responsibility and duty to inform the Company accordingly at any relevant time whether prior to and/or during my employment with the Company. The Company reserves the absolute right to take any disciplinary action against me including immediate dismissal from the Company's service if there should be any change(s) in the status and/or truth of the general declarations made above.
- iii. With this application and the declarations I make herein, I accept that it will form an integral part of the Letter of Appointment that I will be signing and/or have signed.

Date of Application

Signature of Applicant

| FOR OFFICE USE ONLY         |   |                       |  |
|-----------------------------|---|-----------------------|--|
| 1. Salary Expected : _____  | Recommended / Not Recommended<br>for process the Employment | Action :              |  |
| 2. Notice required : _____  |   |                       |  |
| 3. Start Work : _____       |   |                       |  |
| 4. Salary Offer : _____     |   |                       |  |
| Interviewed By / Date _____ | Exec Director/Chairman _____                                | HR Dept. / Date _____ |  |