**Personal Details**

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| --- | --- |
| **A** | **Personal particulars** |
| *Note: Examples of allowances are meal, transport, mobile, medical, etc.* |
| 1 | Name |  |
| Email |  |
| Mobile |  |
| Current Salary |  |
| Current Allowances |   |
| Position Applying For |  |
| Expected Salary |  |
| Availability to Start New Job |  |
| **Experience** |
| **B** | **Employment history** |
| *Note: Please include the most recent job first.*  |
| 1 | Start Date |  |
| End Date |  |
| Company Name |  |
| Position /Job Title |  |
| Reporting To / Manager Title |  |
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| Responsibilities / Duties |  |
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| Achievements |  |
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| 2 | Start Date |  |
| End Date |  |
| Company Name |  |
| Position /Job Title |  |
| Reporting To / Manager Title |  |
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| Responsibilities / Duties |  |
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| 3 | Start Date |  |
| End Date |  |
| Company Name |  |
| Position /Job Title |  |
| Reporting To / Manager Title |  |
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| Responsibilities / Duties |  |
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| **Qualification** |
| **C** | **Education** |
| *Note: Please list the highest level of education first.* |
| 1 | Graduation Year |  |
| Name of School / University |  |
| Degree / Diploma |  |
|   |  |  |  |   |
| 2 | Graduation Year |  |
| Name of School / University |  |
| Degree / Diploma |  |
|   |
| **D** | **Courses** |
| *Note: Please list the most recent course first.* |
| 1 | Date of Course  |  |
| Name of School |  |
| Course |  |
|   |
| 2 | Date of Course |  |
| Name of School |  |
| Course |  |
| **Language** |
| **E** | **English language** |
| *Note: Please tick in ONE box only.* |
| 1 | Fluent |  Can be interviewed in English. |   |
| 2 | Intermediate |  Can be interviewed in English with some help. |   |
| 3 | Basic |  Cannot be interviewed in English. |   |
| **Skills** |
|  | *Note: Please tick in ONE box only.* |
|  | **Advanced** | **Intermediate** | **Basic** |
| 1 | Microsoft Word |  |   |   |
| 2 | Microsoft Excel |  |   |   |
| 3 | Microsoft Powerpoint |  |   |   |
| 4 | Microsoft Outlook |  |   |   |
| 5 | Any other Software |  |
| **References** |
| **G** | **References** |   |   |   |
| *Note: Please list at least 2 references.* |
| 1 | Name |  |
| Position/ Job Title |  |
| Company |  |
| Email |  |
| Contact number (Mobile) |  |
|   |
| 2 | Name |  |
| Position/ Job Title |  |
| Company |  |
| Email |  |
| Contact number (Mobile) |  |