**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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| 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) |  | | |