

# EMPLOYMENT APPLICATION FORM- Malaysia

Spotlight offers exciting career opportunities for people with a passion for retail and the ability to provide exceptional customer service.

## PLEASE READ THESE INSTRUCTIONS CAREFULLY:

1. Do not leave any item blank. If it is not applicable for you please write "N/A".



Please attach a copy of your IC or passport showing your details. For online applications, please use the upload function on the application



Please attach your Resume and copies of your educational certificates. For online applications, please use the upload function on the application



Please attach one current passport sized photograph. For online applications, please use the upload function on the application

<b>Preferred Location:</b>		<b>Date of availability:</b> (e.g. 12- Oct- 2014)	
<b>Position desired:</b>		<b>Pay Expectation:</b> (in MYR per month)	
<b>Employment sought:</b> (please tick)	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual	<b>Average hours per week desired for P/T or casual role</b>	
<b>Availability</b> (tick days):	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun Note: Spotlight trades 7 days a week, 12 hours a day ()		
<b>Any times you are not available to be rostered?</b>	If no times and dates specified, it is expected you would be available to work		

## PERSONAL DETAILS – please use BLOCK letters

<b>NRIC</b>			<b>Passport Number:</b>	
<b>Full Name</b> <i>as per your IC or passport:</i>				
<b>Preferred Name:</b>			<b>Date of Birth:</b>	
<b>Nationality:</b>			<b>Gender:</b>	
<b>Address</b>	<b>Street Address</b>			<b>State</b>
	<b>Country</b>	<b>Post Code</b>		
<b>Contact Details</b>	<b>House Phone:</b>		<b>Hand Phone:</b>	
	<b>Email:</b>			
<b>EPF No:</b>			<b>Tax No:</b>	
<b>Drivers Licence</b>	Do you hold a current drivers licence Class D? <input type="checkbox"/> No <input type="checkbox"/> Yes ➡		<b>If Yes, place of issue</b>	

## EDUCATION AND LANGUAGE:

Type and Name of School	Location	Years attended	Qualification obtained

Please indicate competency in language (B=Basic I=Intermediate F=Fluent)

Language/Dialects	Spoken	Read	Written

## EMPLOYMENT HISTORY: *Please list most recent experience first. Please attach a blank page if more space is needed.*

Name of Company: \_\_\_\_\_  
 Type of Business/Industry: \_\_\_\_\_  
 Position held: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
 Current/Last Basic Salary: \_\_\_\_\_ Fixed Allowances: \_\_\_\_\_  
 Bonus: Contractual: \_\_\_\_\_  
 Bonus : Performance: \_\_\_\_\_  
 Reason for leaving: \_\_\_\_\_

Name of Company: \_\_\_\_\_  
 Type of Business/Industry: \_\_\_\_\_  
 Position held: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
 Reason for leaving: \_\_\_\_\_

Name of Company: \_\_\_\_\_  
 Type of Business/Industry: \_\_\_\_\_  
 Position held: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
 Reason for leaving: \_\_\_\_\_

Name of Company: \_\_\_\_\_  
 Type of Business/Industry: \_\_\_\_\_  
 Position held: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
 Reason for leaving: \_\_\_\_\_

## OTHER INFORMATION

Do you have any physical/psychological condition(s) that would limit your ability to perform the following tasks?

Lifting/moving/handling products or supplies including boxes of stock, packets of product, rolls of product, office equipment? <input type="checkbox"/> Yes <input type="checkbox"/> No	Interacting with customers/clients or other team members? <input type="checkbox"/> Yes <input type="checkbox"/> No
Standing and walking for periods of up to six hours <input type="checkbox"/> Yes <input type="checkbox"/> No	Using point of sale equipment/computers to enter data? <input type="checkbox"/> Yes <input type="checkbox"/> No
Using hand held equipment including scanners and office equipment? <input type="checkbox"/> Yes <input type="checkbox"/> No	Completing clerical tasks such as completing paperwork? <input type="checkbox"/> Yes <input type="checkbox"/> No
Reaching above shoulder height? <input type="checkbox"/> Yes <input type="checkbox"/> No	Using manual or electric scissors to prepare product? <input type="checkbox"/> Yes <input type="checkbox"/> No
Bending or twisting <input type="checkbox"/> Yes <input type="checkbox"/> No	Using a ladder to access heights? <input type="checkbox"/> Yes <input type="checkbox"/> No
Pushing/pulling a trolley with stock/equipment? <input type="checkbox"/> Yes <input type="checkbox"/> No	Wrapping and packaging items/product? <input type="checkbox"/> Yes <input type="checkbox"/> No
Working in an air-conditioned environment? <input type="checkbox"/> Yes <input type="checkbox"/> No	Performing domestic duties such as cleaning <input type="checkbox"/> Yes <input type="checkbox"/> No

Do you have any physical or psychological condition that we need to be aware of to ensure we protect you or others safety at work?  
☐ No ☐ Yes

If yes, please specify the condition and how it may affect your work with us:

**Trustworthiness and good character are inherent requirements of this position. Because of these requirements we need to ask to following questions. Any information supplied to the following questions (\*) shall not be disclosed to a third party without your express consent?**

\* Have you been charged with any criminal offences?  
☐ No ☐ Yes

If yes, please provide details:

\* Do you have any conviction(s) or finding(s) of guilt, as an adult, which are less than 10 years old, or as a child which are less than 5 years old?  
☐ No ☐ Yes

If yes, please provide sufficient details including the nature of the offence(s) and the date that the matter(s) were determined by the court.

## REFERENCES

References	If you know any current team members of Spotlight or associated companies we can contact for a personal reference please provide details below. If you do not know any one at Spotlight, please provide other professional references.				
		Referee	Business	Role	Contact number
	1				
	2				
	3				

<b>Prior Employment within Spotlight</b>	<b>Have you employed for or been contracted by Spotlight or associated companies previously?</b> Please advise (include agency placements) <i>Please use blank page at the end if more space is needed</i>		
	<b>Role</b>	<b>Dates of employment ( Pls. enter as "From DD/MM/YYYY to DD/MM YYYY")</b>	
<b>Family and Friends</b>	<b>Country Manager's authorisation is required for employment of family members. Please record any family members related to a team member and currently employed by Spotlight.</b> <i>Please attach blank page at the end if more space needed</i>		
	<b>Name</b>	<b>Location</b>	<b>Relationship</b>

## CONDITIONS OF EMPLOYMENT

### Pre-employment screening

In consideration of Spotlight's evaluation of my suitability for employment, I hereby authorise the company or its agents to perform all checks of my credentials as allowed by law, including and not limited to, discussions with: nominated referees, managers, co-workers, business associates, or other individuals that the company, in its sole discretion, believes may have relevant information regarding my suitability for employment.

The company is granted permission to check references, to verify my previous employment and quality of work, and to conduct other employment checks as required including a criminal history check. Any offer of employment is conditional upon satisfactory results of pre employment screening including results received after my commencement date.

### Information supplied

I acknowledge and declare that all information and particulars supplied by me in this application and any other representations made by me to the company are complete and accurate in every detail.

I understand that should any information that I have provided be found to be false or misleading, or I have omitted to supply relevant information, my contract of employment may be summarily terminated without notice.

### Standards of work

I agree to support Spotlight's vision and values : to comply with team member agreement requirements, company procedures and guidelines.

### Privacy Statement

At Spotlight when you join our VIP club, place an order, create a lay by, return product, or apply for a job we will collect personal information from you specific to that transaction. We assure you that information will be stored in our systems whilst the communications are current, will not be used for any other purpose after this time, and will not be discussed or disclosed to an outside company or third party, other than outlined above.

## ACKNOWLEDGEMENT OF ABOVE

<b>Signature of applicant</b>		<b>Date</b>	
Thank you for your application for employment. Due to the high level of applications received please note that only applicants' short- listed for interview will be contacted. Please advise if you provide permission for your application to be held on file for consideration for future positions.			
I give permission for my application to be held on file should a future suitable position become available			<input type="checkbox"/> Yes <input type="checkbox"/> No

## MANAGER USE ONLY

<b>Interviewed by</b>		<b>Date</b>			
<b>Proceed to Employ</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Commencement Date</b>			
<b>Position hired</b>		<b>Remuneration</b>	Basic:		
			Commission ( if applicable)		
<b>Checked by</b>	Name:		<b>Authorised by Country Manager</b>	Name:	
	Signature:			Signature	
	Date			Date	