



Application of

(Name and Title)

for appointment as

(state position and department/field)

Applicants should submit **two (2)** copies of the following:

Completed and signed Application Form (with the correct number of copies as specified for the position applied for)
Updated curriculum vitae (including educational background)
Certified copies of degrees and diplomas
Certified copies of academic transcripts
Reprints of three (3) of your most significant publications in your field
Reports from three (3) referees (of which includes your supervisor for your higher degree dissertation)
Certificate of Bahasa Malaysia proficiency (if any)
Supporting documents of previous and current appointments (if any)
Other relevant documents deemed important to support your application (if any)

Documents which are in languages other than English must be translated and certified.

Completed documents should be sent to:

**RECRUITMENT AND CAREER ENHANCEMENT SECTION
HUMAN RESOURCE DIVISION
UNIVERSITY OF MALAYA
50603 KUALA LUMPUR**

1. APPLICATION			Recent Photograph of applicant (only 2 copies need to be enclosed) <i>non –returnable</i>
Post: Department/Field :			
2. PERSONAL PARTICULARS			
Full Name (<u>underline surname/family name</u>):			
Postal Address:			
Home Address:			
Telephone No. (Home): (Office): (Hand phone):		Citizenship:	Please indicate whether permanent resident of Malaysia: *YES/NO
E-mail Address:			
Date of Birth:	Place of Birth:	Identity Card No:	DETAILS OF PASSPORT (<i>if applicable</i>):
Age:	Sex: *M/F		
Marital Status:	State number and age of children, if applicable:	Disability (<i>Specify nature, degree, etc</i>)	Passport No.: Place of Issue: Date of Issue: Date of Expiry:
3. EDUCATION (<i>List Universities and other institutions attended and <u>attach certified copies of degrees, diplomas and academic transcripts</u></i>)			
From	To	Institutions attended	Qualifications (<i>give dates and grade/class/CGPA obtained</i>)

* - delete where necessary

Title of Thesis/Dissertation of Master/PhD

Academic/Professional and other qualifications obtained:

Qualification	Class of Award	Date	University/Institute

Membership of Professional Institutions or Societies *(give date awarded)*

Scholarship/awards obtained *(give particulars, including year of award and whether under bond to any authority)*

Qualification/Proficiency in Bahasa Malaysia *(give details of examinations and dates and attach copy of certificates)*

Other languages *(indicate spoken and/or written and degree of proficiency e.g. excellent/good/fair/poor)*

4. EMPLOYMENT

Present employment *(position held and address of employer)*

Date of Present Appointment:

Present Basic Monthly Salary *(excluding allowances)* :

If appointed:

(a) earliest date available:

(b) whether resigning or taking leave from the present appointment *(if taking leave, state type and period of leave)*

Previous Appointments (please attach supporting documents)				
From	To	Employer (name and address)	Position held (please indicate status of appointments, e.g. full-time, part-time, visiting, etc.)	Reason for leaving:
<p>5. PUBLICATIONS: List publications in chronological order on a separate sheet, including title, journal and date. In respect of books published, indicate whether sole authorship, or co-authorship, name of publisher, place and date of publication, and number of pages. <u>Please attach reprints of 3 of your most significant publications in your field.</u> In the case of thesis and lengthy reports, submit the abstract.</p>				
<p>6. FIELD OF SPECIALISATION:</p>				
<p>7. TEACHING: State in chronological order on a separate sheet, courses you have taught according to level of study e.g. First Degree, Post Graduate, Diploma and Pre-Degree.</p>				
<p>8 RESEARCH AND CONSULTANCY: State on a separate sheet:</p> <p>(1) research that has been completed and that which is ongoing;</p> <p>(2) whether the aims of the research have been achieved by giving details, the research has been published by giving details and whether the research has contributed to your course development and the university/institute by giving details.</p> <p>(3) activities as consultant (state name of project/organisation, role and period)</p> <p>(4) Others (such as inventions, awards, etc.)</p>				

9. REFEREES: Name three (3) persons. Your referees should be able to comment on your academic standing, professional competence, teaching and research ability. One of them should be your supervisor for your higher degree dissertation. **Please forward to your referees the attached Referee's Report form which should be completed and return direct to the Human Resource Division, Universiti Malaya by your referee. It shall be your responsibility to advise the referee of the deadline for submission of reports, i.e. within 2 weeks after application deadline.**

Name	Appointment	Address

Any other relevant information (use separate sheet if necessary)

10. NEXT OF KIN

Name	Relationship	Nationality	Occupation	Present Address and Telephone Number

11. OTHER INFORMATION

List countries in which you have resided during the past five years

From	To	Address	Country

I hereby declare that all information given in this form and appendices are true.

DATE:

SIGNATURE:

