

Position applied:	Location applied:
Notice required:	
To apply for internship, kindly state your availability: ____ months, from / / (dd/mm/yy) to / / (dd/mm/yy)	

PERSONAL PARTICULARS

Name (in full): <i>(Please print in block letters)</i>		Photo
Current address: _____ _____ _____	Permanent address: <input type="checkbox"/> Same as current address _____ _____ _____	

Tel: _____ (Mobile)	Email: _____
Tel: _____ (House)	Date of birth: _____ (dd / mm / yyyy)
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Age: _____
Marital status: _____	NRIC no: - -
Membership in any professional body (MICPA/ACCA etc): _____	

PROFESSIONAL QUALIFICATIONS

Completed	In Progress	Number of papers left

ACADEMIC QUALIFICATIONS

Year		Name of College / University	City	Major	CGPA
From	To				

Other courses pursued:

Year		Name of Secondary School	City	Subjects	
From	To			Strength	Weakness

STPM Results						
SPM Results	____ A	____ B	____ C	____ D	____ E	____ F
English			Malay			
Mathematics			Additional Mathematics			

EXTRACURRICULAR ACHIEVEMENTS						
Year		Name of School / College / University	Major responsibilities and contributions			
From	To					
Hobbies / Interests:						
LANGUAGE ABILITY [√]						
Language	Written			Spoken		
	Everyday	Often	Seldom	Everyday	Often	Seldom
<input type="checkbox"/> English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Malay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Mandarin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Others:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Most of your reading materials are in: <input type="checkbox"/> English <input type="checkbox"/> Malay <input type="checkbox"/> Chinese <input type="checkbox"/> Others:						
COMPUTER / IT SKILLS [√]						
Microsoft Office	Level					
	Basic	Intermediate	Advanced	Expert		
<input type="checkbox"/> Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Microsoft PowerPoint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Other software/ computer applications:	Level					
	Basic	Intermediate	Advanced	Expert		
Audit /Accounting/Tax Software:						
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Non-Accounting Related Software:						
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

EMPLOYMENT HISTORY					
Month/Year		Name of Company	Position	Salary	Reason for leaving
From	To				
/	/				
/	/				
/	/				
/	/				
/	/				
Experience and skills gained:					
Strengths:			Weaknesses:		
FAMILY BACKGROUND					
Father			Mother		
Name:			Name:		
Occupation:			Occupation:		
Name of employer:			Name of employer:		
Brothers / Sisters					
Name	Age	Occupation	Name of employer		
Spouse					
Name		Occupation	Name of employer		
Children					
Name	Age	Occupation	Name of employer / School		
STAFF REFERRAL PROGRAMME (if applicable)					
Referrer Name		Contact No.	Department		

Others

1. List your skills and abilities:

2. Describe how your skills and abilities can help build the firm:

3. Share your understanding about the job responsibility for the position you applied:

4. Share what you hope to achieve in 3 years time and how you plan to achieve it:

My current salary is _____ and my expected salary is _____.

I solemnly declare that the above particulars are true and correct. If any information is found to be false or incorrect, I agree to any disciplinary action being taken against me by the Company.

Signature

Date