

| | |
|--|-------------------|
| 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: English Malay Chinese 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:

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

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

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

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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