



### **Professional Body Membership**

Please give details of any professional body membership which you hold.

Institution/Professional Body	Membership Level	Start date

### **Career History**

Please give details of your full career history starting with the most recent one. Please include any periods of voluntary work, career breaks and unemployment. If you have worked for the University before, we may ask the relevant department on your employment record.

Start Date	End Date	Employer	Job Title and Key Responsibilities	Reason for leaving

### **4. SKILLS, CONTINUING PROFESSIONAL DEVELOPMENT AND TRAINING**

Please list any additional training or competencies that you would like us to consider in support of your application.

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## 5. SUPPORTING CV / STATEMENT

### Applicant is requested to:

**a) submit a CV which provides information on the following:** (i) duties in present post; (ii) previous posts held with dates of employment for each; (iii) (if appropriate to the person specification): research interest, awards and publications (books and major publications should be listed first with details of all authors, titles, journals and dates); (iv) (if appropriate to the person specification): conference presentations; (v) any other additional relevant experience. **CVs will not be accepted without a completed application form.**

**b) address the Selection Criteria**, and give an account of your skills and experience in relation to the set criteria in your CV. The selection criteria should not exceed 300 words.

## 6. REFEREES

Please provide details of three (3) person excluding relatives or friends who will be able to provide employment reference. The referees must include current or most recent employer. Please provide details of your lecturer/course tutor/volunteer work supervisor if you have no current or recent employer. The University treats all references confidentially.

Name, Occupation, Organisation	Telephone/Email Contacts	Relationship to you
	Office :	
	Mobile :	
	Email Address :	
	Office :	
	Mobile :	
	Email Address :	
	Office :	
	Mobile :	
	Email Address :	

Please indicate whether a reference may be obtained prior to interview:

Yes/No

## 7. CRIMINAL RECORDS

Have you had any criminal convictions? Yes/No

If yes, please send the details of the conviction stating your name and the position that you applied for, in a sealed envelope to:

The Human Resource Manager  
Curtin University Sarawak  
CDT 250, 98009 Miri  
Sarawak, Malaysia

## 8. OTHER PERSONAL INFORMATION

Do you have any relatives or friends working in Curtin Sarawak or its related campus?	Yes/No
If Yes, please state name, relationship and in which department.	
Have you previously applied to or worked with Curtin University or its related campus?	Yes/No
If Yes, please state when and position applied.	
What is your expected salary?	
If selected, when will you be able to commence work?	

## 9. HEALTH DECLARATION

As a result of the information that you gave, you may be referred to the company's panel doctors so that further enquiries can be pursued.

I am in good health. I am not aware of having any medical condition that might give rise to a health problem in the future which may affect my work.

Signed : \_\_\_\_\_ Date : \_\_\_\_\_

If you are not able to sign the above statement, please provide further details about the state of your health.

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## 10. DECLARATION AND AUTHORISATION

I declare that the information provided above is true and complete in all aspects. I understand and agree that any false statement could result in termination of my application or employment.

I hereby give my irrevocable consent to Curtin University to perform periodical random checks from time to time to verify the particulars given above.

I consent to the collection, use, processing, disclosure, retention by Curtin University of my personal data (and any sensitive personal data as defined by the Personal Data Protection Act 2010, where applicable) under the terms of Curtin University's Privacy Policy and the Personal Data Protection Act 2010 in Malaysia.

Signed : \_\_\_\_\_ Date : \_\_\_\_\_

**FOR OFFICE USE ONLY** (Applicants please ignore this page)

**A. SHORTLISTING (to be completed by the recruiting department)**

Was the applicant shortlisted? Yes/No

If no, please give reasons, with particular reference to the Person Specification.

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**B. INTERVIEW (to be completed by the recruiting department)**

Was the candidate offered the post? Yes/No

If no, please give reasons, with particular reference to the Person Specification.

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**C. APPOINTMENT**

Job Title: \_\_\_\_\_

Salary Scale: \_\_\_\_\_ Probationary Period: \_\_\_\_\_

Starting Salary: \_\_\_\_\_ Name of Probationary Supervisor: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date (if fixed term): \_\_\_\_\_

Length of Contract (if fixed term): \_\_\_\_\_

Name of Previous Post holder (if post is to cover maternity leave, study leave or other absence): \_\_\_\_\_

**D. OFFICE CHECKLIST**

Job description attached

References attached

Academic Certificates

Valid Passport Certificates

Work Permit