



UNIVERSITI MALAYSIA TERENGGANU

JABATAN PENDAFTAR

Aras 1, Bangunan Canselori dan Pentadbiran
21030 Kuala Terengganu, Terengganu Darul Iman
Tel. : 09-668 4407 Faks : 09-669 6441

**JOB APPLICATION FORM
AS AN ACADEMIC STAFF**

Please attach a recent passport size photograph here

A. APPLICATION FOR THE POSITION

Faculty : _____ Field : _____

B. PERSONAL DETAILS

1. Full Name (Capital Letter)

2. Gender : Male Female 3. Religion : _____ 4. Race : _____

5. Date of Birth (dd/mm/yy) : _____ 6. Identification No. / Passport No. : _____

7. Age : _____ 8. Marital Status : Single Married

8. No. Of Children (If Any) : _____ 9. Nationality : _____

C. CONTACT INFORMATION

1. Primary Email : _____ 2. Mobile No. : _____ - _____

3. Office Telephone No. : _____ - _____

4. Postal Address :

Postal Code	_____	City	_____
State/Region	_____	Country	_____

D. EDUCATIONAL QUALIFICATIONS

1. University/Institute/Schools Attended (SPM/Bachelor/Master/PhD)

Type of Certificate/ Diploma/Degree	Field of Study	Grade/ CGPA	School/Institute/University	Graduation Date

2. Professional Certification (Optional) e.g. Certified Public Accountant

Certificate Name	Year Obtained

3. Language Proficiency

State your Bahasa Melayu and English Test Result during SPM and MUET.

Type Language	Grade	Year
Bahasa Melayu (SPM)		
English (SPM)		
English (MUET)		

5. Scholarship/Academic Awards (If Any) : _____

6. Contract Agreement (If Any)

Please state the period of the contract and the name of the contract owner :

E. WORK EXPERIENCE

For UMT use only : HR Vetting Process

Forward this application to _____ as _____

1. Current Work

Position	Date Appointed	Gross Salary Per Month	Salary Grade	Salary Increment Date	EPF/ Pension No.
Organization Name					
Organization Address					
Telephone No.		Fax No.			

2. Previous Work

Position	Company Name	Date Start	Date End	Monthly Salary

F. CO-CURRICULAR ACTIVITIES

Name of Activities	Level of Achievement (National/State/University/School)

G. REFERENCES

References must not a relative with the applicant and he/she can describe about applicant's academic qualification.

REFERENCE 1	
Name	
Relationship	
Telephone No.	-
Email	
Position	
Company Name	

REFERENCE 2	
Name	
Relationship	
Telephone No.	-
Email	
Position	
Company Name	

H. AVAILABILITY STATUS

I can start work after ____ month(s) of notice period.

I can start work after _____ (dd/mm/yy)

I can start work immediately

I. DECLARATION

Hereby I admitted as follows :-	Yes	No	If yes, please mention the details.
1. Did you apply any job in UMT?			
2. Do you have any criminal record?			
3. Are you a drug addict?			
4. Have you been dismissed from any government bodies?			

5. Yours truly,

Signature _____

Date : _____

NOTES FOR APPLICANT

1. The information given in this form must be completed and clearly filled.
2. Candidate can only apply for one post per application.
3. Please provide a certified true copy of :-
 - i) Identification Card or Passport;
 - ii) Academic certificates (SPM/bachelor/master/PhD);
 - iii) Co-curricular certificates;
 - iv) Latest Annual Work Performance Report (LNPT) (government servant);
 - v) Latest Services Statement (government servant);
 - vi) The last drawn salary;
 - vii) Testimonials; and
 - viii) A comprehensive resume including list of teaching, research, publication and consultation activities. Please submit proof of your publications.
4. Application from government servants (Malaysians only) shall be submitted through their Head of Department who shall forward the application to us together with the required particulars of service and comments by the Head of Department as to whether or not he supports the application.
5. The University will not pay any expenses incurred for this application or for attending interview.
6. Please state the position, name of the faculty and field of interest applied on the top left corner of the envelope and submit your application to :-

**JABATAN PENDAFTAR
UNIVERSITI MALAYSIA TERENGGANU
ARAS 1, BANGUNAN CANSELORI DAN PENTADBIRAN
21030 KUALA TERENGGANU
TERENGGANU DARUL IMAN
MALAYSIA
(U.P. UNIT PERJAWATAN)**

Fax No : +609-669 6441
Email : perjawatan@umt.edu.my

-END-

**UNIVERSITI MALAYSIA TERENGGANU****JABATAN PENDAFTAR**

Aras 1, Bangunan Canselori dan Pentadbiran
 21030 Kuala Terengganu, Terengganu Darul Iman
 Tel. : 09-668 4470 Faks : 09-669 6441

CONFIDENTIAL REPORT FOR AN ACADEMIC POSITION**Section A : To be Completed by the Applicant**

Name of Applicant : _____

Identification/Passport No. : _____

Position Applied : _____ Faculty : _____

Name of Referee : _____

Referee 's Position : _____

Referee's Organization Name : _____

Section B : To be Completed by the Referee

The above mentioned applicant has applied for a position at Universiti Malaysia Terengganu. The applicant is required to obtain confidential report from referees of his/her own choice and the report to be submitted directly to Universiti Malaysia Terengganu together with the application form.

Please provide the required confidential report with reference to the qualification and suitability of the applicant to hold the position. The evaluation required by the university should include excellence in knowledge, education acquired, potential expertise for further development, ability to teach and conduct experimental studies, experience, personality and other relevant aspects which will assist the university college to assess his/her application.

If the space provided is insufficient, please submit the report as a separate document.

1. How long and in what capacity have you known the applicant?

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2. Please discuss the applicant's ability and suitability for the position he/she is applying for.

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3. Please provide your views on the applicant's qualities in the following areas : (Use additional sheet if necessary)**3.1 Academic Qualifications**

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3.2 Leadership Qualities

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CONFIDENTIAL REPORT FOR AN ACADEMIC POSITION		
Continue.....	Name of applicant	:
3.3 <u>Willingness to Cooperate</u>		
3.4 <u>Personal Qualities</u>		
4. Based on the above, would you recommend the applicant to the position he/she is applying for?		

Signature : _____ Date : _____

Name of Referee : _____ Position : _____

Identification/Passport No. : _____

Name of Institution : _____

Office Address : _____

Office Telephone No. : _____ Fax No. : _____

Thank you for your kind cooperation.

Please send the completed report together with the application form in a separate envelope to :-

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UNIVERSITI MALAYSIA TERENGGANU
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Identification/Passport No. : _____

Position Applied : _____ Faculty : _____

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Referee 's Position : _____

Referee's Organization Name : _____

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3. Please provide your views on the applicant's qualities in the following areas : (Use additional sheet if necessary)**3.5 Academic Qualifications**

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3.6 Leadership Qualities

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CONFIDENTIAL REPORT FOR AN ACADEMIC POSITION		
Continue.....	Name of applicant	:
3.7 <u>Willingness to Cooperate</u>		
3.8 <u>Personal Qualities</u>		
4. Based on the above, would you recommend the applicant to the position he/she is applying for?		

Signature : _____ Date : _____

Name of Referee : _____ Position : _____

Identification/Passport No. : _____

Name of Institution : _____

Office Address : _____

Office Telephone No. : _____ Fax No. : _____

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