



# UUM

Universiti Utara Malaysia

## PERMOHONAN UNTUK JAWATAN AKADEMIK

### PERHATIAN:

- (i) Alamatkan permohonan kepada PENDAFTAR, BAHAGIAN PENGURUSAN SUMBER MANUSIA, UNIVERSITI UTARA MALAYSIA, 06010 UUM SINTOK KEDAH DARUL AMAN bersama-sama dengan salinan Ijazah dan sijil-sijil yang disahkan dan hendaklah sampai pada atau sebelum tarikh yang ditetapkan di dalam iklan.  
(Send your application to: REGISTRAR, HUMAN RESOURCE MANAGEMENT UNIT, UNIVERSITI UTARA MALAYSIA, 06010 UUM SINTOK, KEDAH DARUL AMAN together with certified true copies of your degrees and certificates. Applications should reach the Unit/University before or on the date specified in the advertisement).
- (ii) Pegawai Kerajaan yang sedang berkhidmat mestilah membuat permohonan melalui Ketua Jabatan/Majikan mengikut Perintah Am Bab A dan pastikan Laporan Sulit dan Kenyataan Perkhidmatan yang kemaskini disertakan bersama.  
(Applicants who are currently working at any Government Office/Statutory Body/Local Authority should submit their applications through their respective Heads of Department together with the latest appraisal report and Service record).
- (iii) Tuliskan di bahagian atas sampul surat nama jawatan yang dipohon.  
(Please write down the name of the post applied for on top left-hand corner of the envelope).
- (iv) Pihak Universiti tidak akan membiayai segala perbelanjaan yang berhubung dengan permohonan dan temuduga.  
(The University will not incur the cost/bear the expenses of your application or interview).
- (v) Permohonan yang tidak diisi dengan lengkap dan tanpa salinan Sijil/Diploma/Ijazah/dokumen yang disahkan tidak akan dilayan.  
(Incomplete application forms and applications without copies of your degrees/certificates/relevant documents will not be entertained).

Passport Size  
Photograph

|   |   |
|---|---|
| Nama Jawatan Yang Dipohon (HURUF BESAR)<br>(Position applied for) (CAPITAL LETTERS) | Gred Jawatan<br>(Grade of position)                 |
| Bidang Pengkhususan (Area of specialization)  | Pusat Pengajian/Kolej<br>(Centre of School/College) |

|   |               |                     |                                 |   |                                       |
|---|---------------|---------------------|---------------------------------|---|---------------------------------------|
| <b>A. BUTIR-BUTIR PERIBADI (PERSONAL INFORMATION)</b> |               |                     |                                 |   |                                       |
| Nama (Name):  |               |                     |                                 | No. Kad Pengenalan (I/C No.):                                 |                                       |
| Jantina<br>(Gender)                                   | Ras<br>(Race) | Agama<br>(Religion) | Tarikh Lahir<br>(Date of birth) | Tempat Lahir - Bandar/Negeri<br>(Place of birth - City/State) | Taraf Perkahwinan<br>(Marital Status) |
|   |               |                     |                                 |   |                                       |
| Alamat Tetap (Permanent Address):                     |               |                     |                                 | No. Tel:<br>(Phone No.)                                       | Kewarganegaraan<br>(Citizenship)      |
| Poskod :<br>(Postcode)                                |               |                     |                                 | E-mel:<br>(E-mail)  |                                       |
| Alamat Surat Menyurat (Mailing Address):              |               |                     |                                 | No. Tel:<br>(Phone No.)                                       | No. Pasport<br>(Passport No.)         |
| Poskod :<br>(Postcode)                                |               |                     |                                 | E-mel:<br>(E-Mail)  |                                       |

|   |   |   |
|---|---|---|
| <b>B. BUTIR-BUTIR KELUARGA (FAMILY INFORMATION)</b> |   |   |
| Nama Suami/Isteri<br>(Name of Spouse)               | Pekerjaan & Majikan Suami/Isteri<br>(Occupation & Name of Employer)     | Bil. Anak/Tanggunggan<br>(No. of Children/Dependants) |
|   |   |   |
| Nama Ibu Bapa/Penjaga<br>(Name of Parent/Guardian)  | Pekerjaan & Majikan Ibu Bapa/Penjaga<br>(Occupation & Name of Employer) | Bil. Anak/Tanggunggan<br>(No. of Children/Dependants) |
|   |   |   |

| C. KELULUSAN SEKOLAH RENDAH DAN MENENGAH (sertakan salinan sijil yang disahkan)<br>PRIMARY & SECONDARY EDUCATION (Please enclose certified true copies of certificates) |   |  |                 |
|---|---|--|-----------------|
| Nama Sekolah dan Alamat<br>(Name of school & Address)   | Tahun Masuk dan Tamat<br>(Year of admission & completion) | Kelulusan dan Tahun<br>(Certificates and Year) | Gred<br>(Grade) |
|   |   |  |                 |
|   |   |  |                 |
|   |   |  |                 |

| D. KEPUTUSAN PENGAJIAN TINGGI (sertakan salinan Ijazah/Diploma/Sijil yang disahkan)<br>HIGHER EDUCATION (Please enclose certified true copies of degrees/diploma/certificates) |                 |   |               |   |
|--|-----------------|---|---------------|---|
| Nama Institusi<br>(Name of Institution)  | Tahun<br>(Year) | Diploma/Ijazah/PhD<br>(PhD/Master/Degree/<br>Diploma) | PMK<br>(CGPA) | Bidang Pengkhususan<br>(Areas of<br>Specialization) |
|  |                 |   |               |   |
|  |                 |   |               |   |
|  |                 |   |               |   |

| E. PENDAFTARAN PROFESIONAL (PROFESSIONAL AFFILIATION)                            |   |  |
|--|---|--|
| Nama Lembaga/Badan Profesional<br>(Name of Professional Body/Organisation/Board) | Tarikh Menjadi Ahli<br>(Date of Membership) | No. Siri Pendaftaran<br>(Registration No.) |
|  |   |  |

| F. PENGETAHUAN BAHASA (LANGUAGE PROFICIENCY) |                   |
|--|-------------------|
| Pertuturan (Speaking)                        | Tulisan (Writing) |
|  |                   |

| G. PEMEGANG BIASISWA/DERMASISWA/PINJAMAN (RECIPIENT OF SCHOLARSHIP/BURSARY/LOAN) |                               |                |  |   |
|--|-------------------------------|----------------|--|---|
| Badan Yang Memberi<br>(Awarding Body)  | Tempoh<br>(Duration of Award) |                | Perjanjian<br>(Terms of Agreement)<br>Terikat/Tidak Terikat<br>(Bonded/Not Bonded) | Basiswa/Dermasiswa/Pinjaman<br>(Scholarship/Bursary/Loan) |
|  | Dari<br>(From)                | Hingga<br>(To) |  |   |
|  |                               |                |  |   |
|  |                               |                |  |   |

| H. PEKERJAAN SEKARANG (CURRENT JOB) |  |  |                                       |
|-------------------------------------|--|--|---------------------------------------|
| Nama Jawatan<br>(Position)          | Majikan & Tempat<br>(Name of Employer & Address) | Gaji Sekarang & Gred<br>(Present Salary & Grade) | Tarikh Mula<br>(Date of Commencement) |
|                                     |  |  |                                       |

| I. PENGALAMAN/PEKERJAAN DAHULU (WORKING EXPERIENCE)      |  |                             |   |                |   |
|--|--|-----------------------------|---|----------------|---|
| Nama Jawatan/<br>Pekerjaan<br>(Name of Position/<br>Job) | Majikan dan<br>Alamat<br>(Name of Employer<br>& Address) | Gaji/Pendapatan<br>(Salary) | Tempoh Perkhidmatan<br>(Period of Employment) |                | Sebab-sebab Berhenti<br>(Reasons for Leaving) |
|  |  |                             | Dari<br>(From)                                | Hingga<br>(To) |   |
|  |  |                             |   |                |   |
|  |  |                             |   |                |   |
|  |  |                             |   |                |   |
|  |  |                             |   |                |   |



Penyelidikan : (jika ruang tidak mencukupi sila lampirkan di dalam kertas yang berasingan)

Research : (Please provide attachments if the space provided is insufficient)

| Tajuk (Title) | Bidang (Field) |
|---------------|----------------|
|               |                |
|               |                |
|               |                |

L. PERAKUAN DIRI (REFERENCE)

Catatkan nama, alamat dan pekerjaan dua orang selain dari saudara-mara yang boleh memberi maklumat mengenai diri anda. Sekurang-kurangnya seorang daripadanya boleh melaporkan tentang kebolehan dan pengalaman ikhtisas/akademik tuan/puan. Pegawai-pegawai Universiti ini tidak boleh dinamakan kecuali pemohon adalah siswazah Universiti ini.

*(Please provide the names, addresses and occupation of two (2) references (excluding your relatives) who can provide information on you. One person should at least be able to testify on your academic and professional ability and experience. University officers cannot be nominated unless you are a graduate of the University).*

1. Nama :  
(Name)

Alamat : (Address)

No. Tel : (Phone No.)

Pekerjaan :  
(Occupation)

2. Nama :  
(Name)

Alamat : (Address)

No. Tel :  
(Phone No.)

Pekerjaan :  
(Occupation)

M.

PENGAKUAN PEMOHON (*APPLICANT'S DECLARATION*)

Saya akui bahawa maklumat-maklumat yang saya beri di dalam Borang Permohonan ini serta lampiran-lampirannya adalah lengkap, betul dan benar. Saya faham bahawa sekiranya ada di antara maklumat-maklumat itu didapati palsu, maka permohonan saya akan dibatalkan dan seterusnya sekiranya saya telah diberi tawaran jawatan atau telahpun berkhidmat, maka maklumat-maklumat palsu itu akan menjadi bukti dan alasan membatalkan tawaran jawatan atau memberhentikan saya dari jawatan dengan serta-merta.

*(I certify that the above information is correct and I understand that any false information in this application, or its supporting documents, will become sufficient grounds for refusal of employment or termination of employment immediately, without notice).*

(Date)

Tarikh :

Tandatangan Pemohon : .....  
(Applicant's Signature)

UNTUK KEGUNAAN PEJABAT \* (*OFFICE USE*)

Tarikh Terima : \_\_\_\_\_  
(Date of Receipt)

Keputusan Temuduga : \_\_\_\_\_  
(Outcome of Interview)

Catatan : \_\_\_\_\_  
(Notes)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_