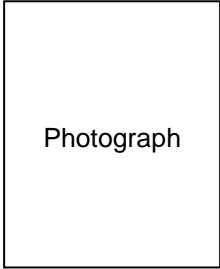




**EDEN GROUP OF COMPANIES
JOB APPLICATION FORM**



Photograph

EMPLOYMENT OBJECTIVE

Position Applied For:		Expected Salary :		CHECKLIST FOR HRA	
				Item	Yes/No
Will you Relocate :	Travel :	How Extensive :	Available Date :	Applicant's Photograph	
				Photocopy of NRIC	
				Photocopy of pay slip	
				Citing of original documents	
				Forms duly completed?	

How did you learn about the vacancy?
 Advertisement Friend / Employee Employment Agency Other _____

PERSONAL INFORMATION

Full Name:		NRIC No. :		Date of Birth/Age :	
Address :		Tel (H) :	Handphone:	Email :	
EPF No. :		SOCSO No. :		INCOME TAX No. :	

Marital status :
 Single Married Other _____

Spouse's Name :	Spouse's Occupation :	No. of Children:
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FAMILY (Please list your immediate family members excluding yourself)

Name	Relationship	Occupation

EDUCATION

	Name of Institution	Level	(From/To)	Grade
University				
College				
School				

List any certifications or licenses you hold that may help qualify you for employment.

List any job-related professional recognized bodies to which you belong (e.g. Malaysian Institute of Accountants or Institute of Chartered Secretaries and Administrators or others).

SKILLS

List all computer software you can use well (e.g. Microsoft Office, ACCPAC or others): _____

Typing Speed :

Other :

Spoken :	English	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	Written :	English	<input type="checkbox"/> Good	<input type="checkbox"/> Fair
	Bahasa Malaysia	<input type="checkbox"/> Good	<input type="checkbox"/> Fair		Bahasa Malaysia	<input type="checkbox"/> Good	<input type="checkbox"/> Fair
	Mandarin	<input type="checkbox"/> Good	<input type="checkbox"/> Fair		Mandarin	<input type="checkbox"/> Good	<input type="checkbox"/> Fair
	Others _____	<input type="checkbox"/> Good	<input type="checkbox"/> Fair		Others _____	<input type="checkbox"/> Good	<input type="checkbox"/> Fair

Driver's License No. (state which category) :

Type :

Expiry Date :

EMPLOYMENT EXPERIENCE (List from most recent)

Employer (Present/Last Employer first)	Period of Employment	Position Held	Reporting To (Name & Position)	Basic Salary		Reason(s) For Change In Employment
	From/To (Month/Year)			Starting	Last	

REFERENCES

List two persons not related to you, who are currently employed as Executives and/or above, and have known you for at least three (3) years through your working years preferable the person you were reporting to. Please do not give a friend /relatives as your references.

REFERENCE**1**

Name :

Company Name / Address :

Occupation :

Relationship :

Phone No. :

Number of Years Known :

REFERENCE**2**

Name :

Company Name / Address :

Occupation :

Relationship :

Phone No. :

Number of Years Known :

DECLARATION AND UNDERTAKINGS

I hereby declare that:-

1. The following person/s are relatives/friends of me that are currently working with Eden and/or its subsidiaries

	Name	Position/Subsidiary	Relationship
i)			
ii)			
iii)			

2. My immediate family and I do not hold any appointment as a director or its agent to any *corporation, or has given any guarantees in respect of any *corporation's obligation, or has any direct or indirect interest (beneficial or otherwise) in any *corporation that may lead to conflict of interest to Eden and/or its subsidiaries.
3. I am not an undischarged bankrupt nor is there any bankrupt petition pending or threatened against me nor have I ever been adjudicated a bankrupt.
4. I have not been convicted within or without Malaysia of any offence in particular but not limited to acts involving fraud, dishonesty or the taking or possession of neither prohibited drugs nor are there any proceedings pending or threatened against me for any such offence.
5. I have not had any disciplinary proceedings taken against me nor have I been suspended for any reason, in particular but not limited to acts involving fraud, dishonesty or, the taking or possession of prohibited drugs, by any of my previous employers, nor have I resigned from any of my previous employments to avoid disciplinary proceedings or dismissal for any reason, including fraud, dishonesty or, the taking or possession of prohibited drugs.
6. I have made full and true disclosure of all materials facts and information and have not concealed or omitted any material fact or information and I fully understand that if any of the declarations, material facts or information given above are found to be incorrect, incomplete or untrue, the Company reserves the right to terminate my employment without notice or compensation.

**Refers to all unincorporated organizations such as partnerships, clubs, associations, sole proprietorships, etc.*

Have you ever been released, discharged or laid off from any position?

YES NO

If YES, please explain: _____

Have you ever been convicted of a criminal charge?

YES NO

If YES, please explain: _____

To the best of your knowledge and belief, are you in good health?

YES NO

If NO, please provide details: _____

APPLICANT'S STATEMENT

I certify that the information and answers provided in this application (and accompanying resume, if any) as well as any other information furnished by me in connection with my application for employment are truthful, accurate and complete to the best of my knowledge. I hereby give the Company and its subsidiaries the right to investigate my background including a pre-employment medical screening and release the Company and its subsidiaries and all persons or corporations supplying such information, from liability.

I understand that if any misrepresentation has been made by me, any offer of employment made to me may be withdrawn or my subsequent employment with the Company may be terminated.

.....
SIGNATURE OF APPLICANT

.....
DATE

REFERENCE CHECK (for HRA use only)
(for drivers /security guards a police /JPJ checks are compulsory)

REFERENCE 1

Name :

Comments :

Occupation / Company Name:

Relationship :

Phone No. :

REFERENCE 2

Name :

Comments :

Occupation / Company Name:

Relationship :

Phone No. :

NOTICE UNDER
PERSONAL DATA PROTECTION ACT 2010

The Personal Data Protection Act 2010 (hereinafter referred to as “**the Act**”), which regulates the processing of personal and sensitive personal data in commercial transactions applies to **Eden Inc. Berhad and its Subsidiaries** (hereinafter interchangeably referred to as “**Eden Group**“, “**our**“, “**us**” or “**we**”) by virtue of us being an Employer in possession of personal and sensitive data belonging to Employees. For the purpose of this written notice, the terms “*personal data*” “*sensitive personal data*” and “*processing*” shall have the meaning prescribed in the Act.

This Notice is given in connection with your current employment with **Eden Group** or application for employment with us as the case may be and forms an integral part of the terms and conditions of your service with the Company.

The following shall apply to you;

1. This written notice and the terms hereof (“**Notice**”) serve to inform you that your personal data is being processed by or on behalf of **Eden Group** and your personal data was or may be collected in the future, from the information you have provided us in the Employee Application Form, Insurance Policy and any other equivalent forms (hereafter collectively referred to as “**the said Forms**”) that you have been asked to complete, together with other information we may obtain about you, including but not limited to from your referees, from oral or written communications.
2. The personal and sensitive personal data processed by **Eden Group** may include your name, national identity card number, contact number, residential address (es), photograph (s), personal email address, mobile number(s), EPF and SOCSO numbers, and other information that we have requested for in our forms that you have completed including your sensitive personal data such as your religion, medical reports physical and/or mental health condition, and criminal record (if any).
3. If you had failed or you failed to supply to us the above personal data or had failed or failed to supply the personal information accurately, we may not be able to process your personal data for any of the purposes (below). In addition, if you subsequently withdraw your consent to us to process your personal data, we may not be able to process your personal data for all of the purpose below which would have a negative impact on the proper fulfillment of the terms and conditions of your service as we would not be able to adequately provide the benefits detailed or envisaged by **Eden Group**;
4. We are processing your personal data, including any additional information you may subsequently provide to us, for the purpose of assessing your suitability of employment with us in performing the contract of service, personnel administration, employee engagement activities, training and personal development, audit, legal matters, loan documentations, management of group term life insurance purposes, purposes related to a benefit provided to you as an employee of **Eden Group**, performing such other contractual duties as may have been entered into between you and us and such other purposes as may be related to the foregoing (“**Purposes**”) such as ;
5. Your personal data may be disclosed to our parent company, subsidiaries, related and/or associated Company, all governmental and/or quasi-governmental departments and/or agencies, regulatory and/or statutory bodies such as but not limited to the Inland Revenue Board, the Employee Provident Fund Board, the Social Security Organization and Bank Negara Malaysia, any healthcare professional or hospital, panel clinics, our auditors, lawyers, or our banks, business partners and/or service providers and any other party requested or authorized by **Eden Group** and you for the above Purposes.
6. Further, your personal data may be transferred to locations outside Malaysia for the above Purposes.
7. You are responsible for ensuring that the personal data you provide us is accurate complete and not misleading and that your personal data is kept up to date. You may access and request for correction of your personal data and/or limit the processing of your personal data, or make any enquiries or complaints in respect of your personal data, by contacting the authorized personnel in charge of PDPA for the **Eden Group** at: -

Position	Group Human Resource & Administration	Executive, Secretarial Department
Contact No	03-79577781 Ext: 215	03-79577781 Ext: 205

We may refuse to comply with your request for access or correction to your personal data under the Act and if we refuse to comply with such a request, we will inform you of our refusal and reason for or refusal either verbally or in writing. If in the event that there is a request for your personal data by other party (ie banks for verification of loans), you are required to provide us with a written consent prior to the request.

In the case of an application for employment with **Eden Group** and your application is unsuccessful, we will keep your information for a reasonable period in accordance with legal requirements and for administrative and record purposes. **Eden Group** or our business partners may also contact you if other job opportunities arise in the future. **If you do not wish for us or our business partners to contact you for this purpose, please tick this box []**.

Eden Group retains the right to make such changes as it deems necessary to this notice if there is an amendment made to the Act. If at all the changes or amendments are made to the Act, it would be presumed that you have given your express consent on the terms of the amended notice.

DECLARATION

To:
Human Resources Department
Eden Inc. Berhad and/or its Subsidiaries

I, _____, NRIC NO: _____, hereby confirm receipt of your above Notice pursuant to the Personal Data Protection Act 2010 and consent to the processing of my personal data as well as my sensitive personal data in accordance with your said Notice.

Name :
Date :