



**EMPLOYEE EDUCATION PROGRAMME**

**APPLICATION FORM**

**Application Procedure:**

1. Please type or write clearly in BLOCK letters.
2. Attach true copies of admission letter, course fees, academic transcripts/results, birth certificate and other relevant documents such as income tax notice of assessment of employee.
3. Completed application form should be submitted t months before the course commence to: -

**United Malacca Berhad**  
**6th Floor, No. 61, Jalan Melaka Raya 8,**  
**Taman Melaka Raya, 75000 Melaka.**

Please attach  
 recent  
 photograph here

**Name of University / Institution**

**Course of Study Offered by above University / Institution**

Duration of course	Commencement of course (mm/yyyy)	Completion of course (mm/yyyy)
<input type="text"/>	<input type="text"/>	<input type="text"/>

**FINANCIAL ASSISTANCE**

Year received	Loan or scholarship	Name of organization/ other sources	Amount per annum
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**SECTION A: PARTICULARS OF APPLICANT**

**Full Name (as in IC)**

<b>Designation</b>	<b>Dept./Estate/Centre</b>	<b>Date Joined the Company</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Home address (Permanent)**

.....  
 .....

**City/Town** ..... **State** ..... **Postcode** .....

**House Tel** ..... **Handphone no** .....

**Email Address** .....

<b>Nationality</b>	<input type="text"/>	<b>Race</b>	<input type="text"/>	<b>Date of Birth</b>	<input type="text"/>
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<b>Sex</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Identity Card (New):</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Marital Status**  Single  Married  Others

**SECTION B: ACADEMIC RECORD**

***SPM / "O" Level or Equivalent Examination Results***

<b>Name of Examination</b>			
<b>School Name</b>			
<b>Year commenced</b>		<b>Year completed</b>	

No	Subjects	Grade	No	Subjects	Grade
1			8		
2			9		
3			10		
4			11		
5			12		
6			13		
7			14		

***STPM / "A" Level / Matriculation or Equivalent Examination Results***

<b>Name of Examination</b>			
<b>School Name</b>			
<b>Year commenced</b>		<b>Year completed</b>	

No	Subjects	Grade
1		
2		
3		
4		
5		

**SECTION C: OTHER QUALIFICATIONS / AWARDS / CERTIFICATIONS**

Year	Name of Examination / Award / Certifications	Grade / Award

**SECTION D: ADDITIONAL INFORMATION**

You may add any other information, which you consider relevant to us in assessing your suitability for the EEP award.

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**SECTION E: DECLARATION**

1. Have you ever been convicted of a criminal offence?

No

Yes (If YES, Please state the charges)

\_\_\_\_\_  
\_\_\_\_\_

I declare the information and copies of documents provided by me in this Application Form are correct and true to the best of my knowledge. I fully understand and accept that, if it is found that a false declaration has been made on this form, the Company has the absolute right to disqualify my application.

Signature : .....

Name of Applicant : .....

I/C No. : .....

Date : .....

**SECTION F: CHECK LIST TO BE COMPLETE BY APPLICANT**

Please Tick (√)

1.	Completed Application Form	
2.	Photocopy of applicant's IC (Front & Back) / Birth Certificate	
3.	Photocopy of SPM / 'O' Level result	
4.	Photocopy of STPM / 'A' Level / Matriculation result transcript	
5.	Photocopy of University/Institution results, if applicable	
6.	Letter of Offer from University/Institution	
7.	Document stating the course fee and tuition fee from the University/Institution	
8.	Academic Certificate / Awards / Other qualification certificates	
9.	Photocopy of Employee's Payslip	

**SECTION H: VERIFICATION BY SUPERIOR (DEPARTMENT / ESTATE / CENTRE)**

Particulars are checked and found to be correct.

Signature of Superior : .....

Name of Superior : .....

Dept./Estate/Centre : .....

Date : .....

.....  
Company's Chop

**FOR OFFICE USE**

Status of application

Approved

Rejected