



JOB APPLICATION FORM

Dear Sir / Madam,

Thank you for your interest in our firm. In order to consider you for a position in our firm we would appreciate it if you would kindly complete this form and email it back to us at careers@rdl.com.my Short-listed candidates will be called for an interview.

Kindly indicate the position that you wish to apply for:

- Legal Assistant Pupillage
- Attachment Student Others, please specify

A. PERSONAL PARTICULARS

Name (Mr / Miss / Mrs) :

NRIC (New) : Place of Birth :

Date of Birth : Marital Status :

Correspondence Address :

Contact Numbers : Home: Mobile

Email Address :

B. ACADEMIC PARTICULARS

Name of College or University attended	Degree Attained	* Grade	Year Attained

* First Class / Second Upper / Second Lower / Third Class

F. LANGUAGE PROFICIENCY

("WK" for working knowledge & "F" for fluent)

Languages / Dialects	Speak		Read		Write	
	WK	F	WK	F	WK	F
Bahasa Malaysia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chinese / Tamil / Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please specify: <input type="text"/>						

G. COMPUTER SKILLSMS Windows 98 / XP MS PowerPoint MS Outlook MS Word MS Excel MS Access Others, please specify: **H. INTERESTS / HOBBIES**

1.
2.
3.

I. REFEREES

Name	Profession	Company	Contact No

J. How did you hear about us?

K. How did you come to know about the current vacancy?

L. Please write a short essay entitled “Why me?” (not more than 200 words)

I declare that the information given in this application is true and accurate. I understand that any misrepresentation of facts given herein will be sufficient cause for dismissal from the company's service if I have been employed.

Signature :

Date :