



APPLICATION FOR ACADEMIC POSITION

GENERAL INFORMATION: Please read the following before completing the application form

1. Applicants are required to submit one (1) copy of the application form with certified true copies of certificates.
2. All attachments (copies of identity cards, academic certificates and others) must be submitted along with this application form. For certificates that are not in Bahasa Malaysia or English, please enclose a translation that has been certified as true copies. Only 1 photograph is required for this process.
3. Applications from government officers in the Civil Service, Statutory Bodies and Local Authorities (Malaysians only) should be **submitted through their Heads of Department, along with updated Statement of Service and Special Confidential Report.**
4. Application received after the closing date, or is incomplete or is without a copy of the IC/Certificates/ Diploma/Degree/relevant documents will not be entertained.
5. Only qualified and short-listed candidates will be called for an interview. The University is not responsible for any expenses incurred in the process of attending the interview.
6. Applicants who do not receive any response after **six (6)** months from the closing date of this advertisement/application, shall assume that their application is unsuccessful.
7. All information must be filled in capital letters.
8. Position applied for should be indicated on the left side of the envelope.

Completed forms should be sent to:

**Registrar
Sultan Zainal Abidin University
Gong Badak Campus
21300 Kuala Terengganu
TERENGGANU DARUL IMAN
[Attn: Human Resources Management Division]**

1. APPLICATION			
Position & Grade applied for:			Affix a recent photograph here. Photo will be non-returnable.
Field:			
2. PERSONAL INFORMATION			
Name:			
Postal Address:			
Address (If different from the postal address):			
Contact No. (Home):		Nationality:	State whether you are a permanent resident or not: *(Yes/No)
Contact No. (Office):			
Handphone No.:			
E-mail Address:			
Date of Birth:	Place of Birth:	No. IC / No. Pasport	Passport Information:
Umur:	Jantina: *L/P		
Marital Status: *Married/Single	Number of children and age:	Dissability (Please indicate any handicap/disabilities):	Passport No.:
			Place Issued:
			Date Issued:
			Expiry Date:
3. EDUCATION			
(State the names of the Primary and Secondary Schools, University, Institution/College you have attended and attach a certified true-copy of the academic transcripts/major/degree)			
Date	Till	School/Institution/University (For each Diploma/Degree, please specify the major/subject of study in detail)	Qualification (Date/year/grade/CGPA)

Title of Project Paper/Thesis (Please provide an attachment if necessary)	
Have you enrolled in a PhD programme? *YES/NO	
<p>If yes, please specify:</p> <p>Date of Registration:</p> <p>Institution/College/University:</p> <p>Title of Research:</p> <p>Progression of Research:</p>	<p>If no, please propose the name of universities:</p> <p>Tentative Date of Registration:</p> <p>Institution/College/University:</p> <p>Tentative Title of Research:</p>
Membership in professional institutions or affiliations (Please state the membership date)	
Scholarship/Academic Awards (Are you bonded with the Federal Government/State or any other organisation? If yes, please state the number of years you are bonded to it and the name and address of the organisation)	
Proficiency in other languages *(Please indicate the level of proficiency in speaking and writing: Excellent/Good/Medium/Weak)	
4. EMPLOYMENT INFORMATION	
Present Occupation (Please state the name of present employer and address)	Date employed to present occupation:
	Salary Grade/Salary (without allowance):
	Date of Salary Increment:
	State the earliest date available to start work in UniSZA if appointed:

Employment History (Recent chronological)

The date started	The date ended	Employer's name and address	Position and Employment Status: (E.g. part-time, contract, etc)	Reason for resignation/departing:

5. PUBLICATION: List the publications in chronological order on a separate sheet and include the title of the paper, name of journal and date. For published books, indicate whether you were the sole or a co-author, name of publishers, place and date of publications, and page numbers. **Please attach three (3) publications most relevant to your field.** For theses and research report, please attach the abstract.)

6. RESEARCH: (Please list the research you are presently involved in or have completed.)

7. TEACHING: (State your area of specialisation and list of subjects/courses you are able to teach).

8. REFERENCES: Name three (3) persons who are not related to you as referees who can provide evidence of your ability in teaching and research as well profesional capabilities, for example as a supervisor of a higher degree. **Please give the Personal Reference Form to each of the referees for completion and send it to the Human Resource Management, Universiti Sultan Zainal Abidin within 2 weeks from the closing date of application. It is the responsibility of the applicant to inform the referees of this date.**

Name	Position	Recent Address

Other related information (please attach a separate sheet of paper if needed)

9. EMPLOYER VERIFICATION

Government officers in the Civil Service, Statutory Bodies and Local Authorities should apply through their Heads of Department and ensure that the Special Confidential Report and updated Service Report are attached.

This is to verify that the applicant has submitted the application through the Head of Department.

Signature

Date : _____

10. APPLICANT VERIFICATION

I hereby declare that the information given in this application form and the attachments is true and correct.

Signature

Date : _____



REFEREE REPORT

Part I (Applicant)

Applicant's Name :
Post Applied For :
Name of Referee :
(as stated in the application form)

Part II (To be filled in by the referee)

1. Please indicate how long you have known the applicant.

2. Please state your opinion of the applicant with regards to his/her qualifications and suitability to the position applied. (For additional information, please use a separate sheet of paper). Your views will be kept confidential.

Signature of Referee :..... Date :.....

