



Application by

\_\_\_\_\_  
(TITLE) e.g. Dr.

\_\_\_\_\_  
(FULL NAME with family name in capitals, if you have one) e.g. Jane DOE

for the position of

\_\_\_\_\_  
(POSITION) e.g. Senior Lecturer/Associate Professor/Professor

at the

\_\_\_\_\_  
(DEPARTMENT & FACULTY) e.g. Dept. of Electrical Engineering, Fac. of Engineering

Applicants should submit **two (2)** copies of the following documents:

Check (√)	Item List:
	<b>Completed and signed Application Form</b>
	<b>Curriculum vitae (not more than eight 8 pages)</b> <i>(including all relevant academic and professional qualifications)</i>
	<b>Certified copies of degrees and diplomas*</b> <i>*Note: If you are offered the position, refer to the Malaysian Immigration website for the latest updates on documents they require and who can certify your documents.</i>
	<b>Certified copies of academic transcripts*</b> <i>*Note: If you are offered the position, refer to the Malaysian Immigration website for the latest updates on documents they require and who can certify your documents.</i>
	<b>Copies of three (3) of your most significant publications</b>
	<b>Confidential reports from three (3) referees</b> <i>(one of whom must be your doctoral supervisor).</i> <i>The reports should be completed by the referees using the <u>referee's report form</u> and submitted via email or post to the Human Resource Division, UM. It is the responsibility of the candidate to ensure that the reports are submitted to the Human Resources department within two (2) weeks of the submission of your application.</i>
	<b>Certificate of language proficiency for Bahasa Melayu</b> <i>(for Malaysian Citizens only)</i> e.g. SPM result
	<b>Supporting documents of previous and current appointments</b> (if any), e.g. letters of appointment, current salary/pay slip
	<b>Other relevant documents deemed important to support your application</b> (if any)

**IMPORTANT NOTE:** Documents which are languages other than English must be translated and certified. Completed documents should be sent to:

THE RECRUITMENT AND CAREER ENHANCEMENT SECTION,  
HUMAN RESOURCE DIVISION,  
LEVEL 6, CHANCELLERY, UNIVERSITI MALAYA, 50603 KUALA LUMPUR  
Tel: +603-7967 3523  
E-mail: recruitment\_academics@um.edu.my

<b>1. APPLICATION</b>		Two (2) recent passport sized photographs of the applicant (Non-returnable)
Position: (e.g. Senior Lecturer)  Department/Field: (e.g. Electrical Engineering)		
<b>2. PERSONAL PARTICULARS</b>		
Full Name ( <u>underline surname/family name if applicable</u> ) e.g. Jane <u>Doe</u>		
Web of Science ResearcherID : e.g. B-xxx-xxx		
ORCID iD: e.g. <a href="https://orcid.org/0000-000x-xxxx-xxxx">https://orcid.org/0000-000x-xxxx-xxxx</a>		
Correspondence Address:  Home Address (if different):		
Telephone No.  (Home): e.g. +603-7xxxxxxx  (Office): e.g. +603-7xxxxxxx  (Mobile Phone): e.g. +6012-2xxxxxxx  E-mail Address:	Citizenship: e.g. Mauritian	Please indicate if you are a permanent resident of Malaysia:  *YES/NO  *Note: Please strike out whichever option does not apply to you.
Date of Birth (Date/Month/Year): e.g. 24/02/1970	Place of Birth (City and Country): e.g. Berlin, Germany	Identity Card No (Malaysian Citizen/ PR only):  Passport Details (International Applicants)  Passport No.:  Place of Issue:  Date of Issue:  Date of Expiry:
Age:	Sex: *M/F	
Marital Status:	State number and age of children, if applicable:  Disability (Specify nature, degree, etc.)  Note: We do not discriminate applicants based on disability, but we may not have the specific facilities needed to support disabled applicants.	

\* - delete where necessary

**3. EDUCATION** *(List Universities and other institutions attended in reverse chronological order and **attach certified true copies of degrees, diplomas and academic transcripts**)*

From (Year)	To (Year)	Institutions attended and country	Qualifications <i>(give dates And grade/class/CGPA obtained in reverse chronological order)</i>
e.g. 1990	1994	University of Kent, United Kingdom	PhD in Electrical Engineering
1987	1989	University of xxx, Pakistan	Master of XXXX
1982	1987	University of xxx, Pakistan	Bachelor of XXX

Title of Thesis/Dissertation of Postgraduate Degrees:

PhD:

Masters:

Academic/Professional and other qualifications obtained: Use a separate sheet if necessary

Qualification	Class of Award	Date	University/Institute

Membership of Professional Institutions or Societies *(provided date awarded)*

Scholarship/awards obtained *(give particulars, including year of award and whether under a service or employment bond to sponsors)*

Qualification/Proficiency in Bahasa Melayu *(give details of examinations and dates and attach copy of certificates) if any* e.g. O level Malay A, SPM\*

Other languages (*indicate spoken and/or written and degree of proficiency e.g. excellent/good/fair/poor*)  
 e.g. Mandarin Spoken (Good) Written (Fair)

**4. EMPLOYMENT**

Present employment ( <i>position held, mail and email address of employer</i> )  Position held:  Employer mail address:  Employer email address	Date of Present Appointment:
	Present Basic Monthly Salary ( <i>excluding allowances</i> ):
	If appointed, provide:  (a) earliest date available:  (b) whether resigning or taking leave from the present appointment ( <i>if taking leave, state type and period of leave</i> )

**Previous Appointments (*please attach supporting documents*) e.g. Letter of Appointment**

From	To	Employer ( <i>name and address</i> )	Positions held ( <i>please indicate status of appointments, e.g. full-time, part-time, Visiting Lecturer/ Professor, etc.</i> )	Reason for leaving:

**5. PUBLICATIONS:** *List details of publications in chronological order on a separate sheet including title, journal and date. In respect of books published, indicate whether sole authorship, or co-authorship, name of publisher, place and date of publication, and number of pages. **Please submit reprints of three (3) of your most significant publications in your field with this application.** In the case of books, thesis and lengthy reports, submit the abstracts.*

**6. FIELD OF SPECIALISATION:** e.g. Biodiversity, Conservation & Taxonomy and Botany

**7. TEACHING:** State in chronological order on a separate sheet, courses you have taught according to level of study e.g. First Degree, Postgraduate, Diploma and Pre-Degree.

**8. RESEARCH AND CONSULTANCY:** State on a separate sheet:

- (1) Research that has been completed and is ongoing;
- (2) Describe the output and outcomes of your research  
(e.g. publications, contribution to policy, course/curriculum development, innovation etc)
- (3) Activities as consultant (state name of project/ organisation, role and period)
- (4) Others (such as inventions, patents, copyrights, academic and research awards, etc.)

**9. REFEREES:** Name three (3) persons. Your referees should be able to comment on your academic standing, professional competence, teaching and research ability. One of them should be your supervisor for your higher degree dissertation.

**Please forward the attached Referee's Report form to your referees. They should return the completed form directly to the Human Resource Division, Universiti Malaya within two (2) weeks of you submitting your application form and documents. It is your responsibility to advise the referees of the deadline for the submission of their reports.**

Name	Position	Correspondence and email address	Relationship (e.g. former colleagues, PhD students)

Any other relevant information (use a separate sheet if necessary)

**10. NEXT OF KIN**

Name	Relationship	Nationality	Occupation	Present Address, Email address and Telephone Number (landline and mobile)

**11. OTHER INFORMATION**

List countries in which you have resided during the past five years

<b>From</b>	<b>To</b>	<b>Address</b>	<b>Country</b>

I hereby declare that all information given in this form and appendices are true and I authorize representatives from Universiti Malaya to conduct a verification process and/or employer reference check.

**DATE:****SIGNATURE:**

Amended on 27.12.2019



REFEREE'S REPORT

**SECTION I (To be completed by the applicant)**

Name of Applicant :

Position applied :

Department/Faculty :

Name of Referee  
(as mentioned in the  
Application Form) :

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**SECTION II (To be completed by the referee)**

1. Please state period of acquaintance with the applicant
  
2. Please state your observation on the candidate's ability and suitability for the post, together with any other information which might assist the University in making an appointment. (Please use a separate sheet, if necessary). Your comments will be treated in strict confidence.

Referee's Signature: ..... Date: .....

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Please return your completed report to the address below within two (2) weeks from the date of applicant's submission of application:

Recruitment and Career Enhancement Section  
Human Resource Division  
Level 6, Chancellery  
Universiti Malaya  
50603 Kuala Lumpur

Tel: +603-7967 3523  
Email: recruitment\_academics@um.edu.my

It shall be the responsibility of the applicant to advise his/her referee of this deadline.