:

Workstation : MSD

Version No : 01

Revision : 01

Effective Date : 01/12/2008



|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***STAFF PERSONAL DETAILS*** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. | Name | |  | | | | | | | | | | | | | | | | | | | | | | | | |
| Citizenship | |  | | | | | | | | | | | | | | | | | | | | | | | | |
| Gender | | M |  | F |  | | | Date of Birth | | | | |  | | |  | | | |  | |  | |  | |  |
| I/C or Passport No. | |  | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Marital Status | | Single | | | |  | | | | | | Married | | | | | | |  | | | | | | | |
|  | Income Tax No. | |  | | | | | | | | Socso (Perkeso) No. | | | | |  | | | | | | | | | | | |
| Postal Address  (Present) | |  | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | |
| Permanent Address | |  | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. | Academic / Professional Qualifications | | | | | | |  | | | | | | | | | | | | | | | | | | | |
| Field of Specialization | | | | | | |  | | | | | | | | | | | | | | | | | | | |
| 3. | Previous Occupation | | | | | | |  | | | | | | | | | | | | | | | | | | | |
| Name and Address of Previous Employer | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Telephone No. |  | | | | | | Duration | | From | |  | | | | | | To | | | |  | | | | | |
| 4. | (For contract/retired/secondment officer only) | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Do you wish to continue the contribution to the EPF? | | | | | | | | | | | | | | Yes | | | |  | | | | | No | |  | |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 5. | EPF Certificate No. | |  | | | Total of Nominees | | | | |  |
| Name of Nominees | | | | I/C No. | | | | | | Relationship |
|  | | | |  | | | | | |  |
|  | | | |  | | | | | |  |
| 6. | Name of Spouse | |  | | | | | | | | |
| Occupation | |  | | | | | | | | |
| I/C or Passport No. | |  | | Income Tax No. | | |  | | | |
| Name of Dependant (Children) | | | | | | | Date of Birth | | | |
|  | | | | | | |  | | | |
|  | | | | | | |  | | | |
|  | | | | | | |  | | | |
|  | | | | | | |  | | | |
|  | | | | | | |  | | | |
| 7. | Next of kins who could be contacted in case of emergency | | | | | | | | | | |
| Name |  | | | | | Contact No. | | |  | |
| Address |  | | | | | | | | | |
|  | | | | | | | | | |
|  | | | | | | | | | |
| Name |  | | | | | Contact No. | | |  | |
| Address |  | | | | | | | | | |
|  | | | | | | | | | |
|  | | | | | | | | | |
| 8. | Details of Previous Services with the Public Bodies/ Government/ Statutory Bodies/ Local Authorities (If any) | | | | | | | | | | |
| Address of Employer | | | Position | | | | | From | | Until |
|  | | |  | | | | |  | |  |
|  | | |  | | | | |  | |  |
|  | | |  | | | | |  | |  |
|  | | |  | | | | |  | |  |
|  | | |  | | | | |  | |  |



|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***SURAT PENGAKUAN TATAKELAKUAN*** | | | | | | | | | | | | | | |
| Adalah saya dengan sesungguh dan sebenarnya mengaku bahawa:-  i) Segala tindak-tanduk dan perlakuan saya adalah mencerminkan imej saya sebagai seorang Islam dan saya akan menjaga nama baik Universiti Islam Antarabangsa Malaysia di sepanjang perkhidmatan saya di Universiti ini;  ii) Saya tidak akan menjatuhkan imej Universiti sebagai sebuah Institusi Pengajian Tinggi Islam dengan tindak-tanduk perlakuan yang bercanggah dengan budaya Islam samada di dalam atau di luar waktu pejabat;  iii) Saya juga mengaku bahawa segala butir-butir dan maklumat yang diberikan di dalam borang permohonan saya adalah benar;  iv) Saya akan menjalankan tugas saya dengan penuh tanggungjawab berpandukan kepada etika kerja Islam serta mengikut arahan yang dibuat dari masa ke semasa;  v) Saya tidak pernah terlibat dan tidak akan melibatkan diri dalam apa-apa jua kes jenayah;  vi) Saya juga tidak pernah terlibat dan tidak akan melibatkan diri dengan pengedaran atau penyalahgunaan NAJIS DADAH;  vii) Saya tidak pernah dibuang kerja atau digantung kerja atau diisytiharkan meninggalkan jawatan dalam Warta Kerajaan dari mana-mana perkhidmatan Kerajaan;  viii) Pada tarikh sekarang ini, saya bebas dari kesusahan kerana hutang yang berat samada sebagai peminjam atau penjamin.  Sekiranya pengakuan yang saya buat ini didapati tidak benar atau saya gagal mematuhi pengakuan saya ini, maka saya dengan penuh rela hati memberi izin kepada Bahagian Perkhidmatan Pengurusan Universiti ini hak untuk menamatkan perkhidmatan saya dengan serta-merta tanpa memberi apa-apa alasan dan tanpa sebarang notis atau mengambil tindakan yang sewajarnya terhadap saya, juga tanpa memberi apa-apa alasan. | | | | | | | | | | | | | | |
| Tandatangan | | | | | | | | | | | | | | |
| Tarikh | | | | | | |  |  |  |  |  |  |  |  |
| Nama Penuh (Huruf Besar) |  | | | | | | | | | | | | | |
| No. Kad Pengenalan | |  |  | |  |  |  |  |  |  |  |  |  |  |
| Alamat | | | | | | | | | | | | | | |
|  | | | | No. Telefon | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***UNTUK KEGUNAAN PEJABAT BAHAGIAN PERKHIDMATAN PENGURUSAN*** | | | | | | | | | | | | | |
| Tandatangan Saksi | | | | | | | | | | | | | |
| Tarikh | | | | | |  |  |  |  |  |  |  |  |
| Nama Penuh (Huruf Besar) |  | | | | | | | | | | | | |
| Jawatan |  | | | | | | | | | | | | |
| No. Kad Pengenalan | |  |  |  |  |  |  |  |  |  |  |  |  |
| Tempat | Bahagian Perkhidmatan Pengurusan, Universiti Islam Antarabangsa Malaysia | | | | | | | | | | | | |



|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***PERAKUAN UNTUK DITANDATANGANI DENGAN AKTA RAHSIA RASMI 1972 DAN PINDAAN 1986*** | | | | | | | | | | | | | | | | | | | | | |
| Adalah saya dengan ini mengaku bahawa perhatian saya telah ditarik kepada peruntukan-peruntukan di dalam Akta Rahsia Rasmi 1972 dan Pindaan 1986 bahawa saya faham dengan sepenuhnya akan segala yang dimaksudkan dalam Akta tersebut.  Selaras dengan peruntukan di dalam Akta ini sekiranya saya menyampaikan, menggunakan atau penyimpan dengan salah sesuatu benda rahsia, tidak menjaga dengan cara yang berpatutan sesuatu benda rahsia atau apa-apa tingkahlaku yang membahayakan Akta tersebut, yang boleh dihukum dengan penjara selama tempoh tidak kurang dari satu (1) tahun tetapi tidak melebihi tujuh (7) tahun.  Saya faham bahawa segala maklumat rasmi yang saya perolehi dalam perkhidmatan di Universiti Islam Antarabangsa Malaysia (UIAM) adalah milik UIAM dan tidak akan membocorkan, menyiarkan atau menyampaikan, samada secara lisan atau dengan bertulis, kepada sesiapa jua dalam apa-apa bentuk, kecuali pada masa menjalankan kewajipan-kewajipan rasmi saya, samada semasa atau selepas perkhidmatan saya dengan UIAM dengan tanpa terlebih dahulu mendapat kebenaran bertulis dari Bahagian Perkhidmatan Pengurusan, Universiti Islam Antarabangsa Malaysia.  Saya berjanji dan mengaku bersedia menandatangani suatu akuan selanjutnya bagi maksud ini apabila meninggalkan perkhidmatan UIAM. | | | | | | | | | | | | | | | | | | | | | |
| Tandatangan | | | | | | | | | | | | | | | | | | | | | |
| Tarikh | | | | | | |  | |  | |  | |  | |  | |  | |  | |  |
| Nama Penuh (Huruf Besar) |  | | | | | | | | | | | | | | | | | | | | |
| Jawatan |  | | | | | | | | | | | | | | | | | | | | |
| Tempat | Bahagian Perkhidmatan Pengurusan, Universiti Islam Antarabangsa Malaysia | | | | | | | | | | | | | | | | | | | | |
| No. Kad Pengenalan | |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  | | | | | | | | | | | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***UNTUK KEGUNAAN PEJABAT BAHAGIAN PERKHIDMATAN PENGURUSAN*** | | | | | | | | | | | | | | | | | | | | | |
| Tandatangan Saksi | | | | | | | | | | | | | | | | | | | | | |
| Tarikh | | | | | | |  | |  | |  | |  | |  | |  | |  | |  |
| Nama Penuh (Huruf Besar) |  | | | | | | | | | | | | | | | | | | | | |
| Jawatan |  | | | | | | | | | | | | | | | | | | | | |
| No. Kad Pengenalan | |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  | | | | | | | | | | | | | | | | | | | | | |



|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***PERAKUAN MERAHSIAKAN MAKLUMAT MILIK UNIVERSITI*** | | | | | | | | | | | | | | | | | | | | | |
| Adalah saya …………………………………………………………………………………… yang bertandatangan di bawah ini mengaku bahawa apa-apa maklumat yang saya perolehi dalam masa perkhidmatan di Universiti Islam Antarabangsa Malaysia (UIAM) adalah hak milik UIAM dan saya tidak akan membocor, menyebar, menyiar atau menyampai kepada sesiapa jua samada secara lisan atau bertulis dalam apa-apa bentuk, kecuali pada masa menjalankan kewajipan-kewajipan rasmi saya atau terlebih dahulu saya telah mendapat kebenaran bertulis dari Bahagian Perkhidmatan Pengurusan, UIAM.  Sekiranya pengakuan yang saya buat ini didapati tidak benar atau saya gagal mematuhi pengakuan saya ini, maka saya dengan penuh rela hati memberi izin kepada Bahagian Perkhidmatan Pengurusan Universiti ini hak untuk menamatkan perkhidmatan saya dengan serta-merta tanpa memberi apa-apa alasan dan tanpa sebarang notis atau mengambil tindakan yang sewajarnya terhadap saya, juga tanpa memberi apa-apa alasan. | | | | | | | | | | | | | | | | | | | | | |
| Tandatangan | | | | | | | | | | | | | | | | | | | | | |
| Tarikh | | | | | | |  | |  | |  | |  | |  | |  | |  | |  |
| Nama Penuh (Huruf Besar) |  | | | | | | | | | | | | | | | | | | | | |
| Jawatan |  | | | | | | | | | | | | | | | | | | | | |
| Tempat | Bahagian Perkhidmatan Pengurusan, Universiti Islam Antarabangsa Malaysia | | | | | | | | | | | | | | | | | | | | |
| No. Kad Pengenalan | |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  | | | | | | | | | | | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***UNTUK KEGUNAAN PEJABAT BAHAGIAN PERKHIDMATAN PENGURUSAN*** | | | | | | | | | | | | | | | | | | | | | |
| Tandatangan Saksi | | | | | | | | | | | | | | | | | | | | | |
| Tarikh | | | | | | |  | |  | |  | |  | |  | |  | |  | |  |
| Nama Penuh (Huruf Besar) |  | | | | | | | | | | | | | | | | | | | | |
| Jawatan |  | | | | | | | | | | | | | | | | | | | | |
| No. Kad Pengenalan | |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
| Alamat | Bahagian Perkhidmatan Pengurusan, Level 3, Bangunan Pentadbiran,  Universiti Islam Antarabangsa Malaysia,  Peti Surat 10, 50728 Kuala Lumpur No. Telefon 03 6196 4000 | | | | | | | | | | | | | | | | | | | | |