



**APPLICATION FORM FOR OUTSOURCING / FREELANCER STAFF**

Notes:

- i) This form should be completed by Head of Department (HOD) own writing and in BLOCK LETTER.
- ii) No spaces should be left blank. If it is not applicable, write 'N/A' or 'NIL'.
- iii) Resume and copies of Certificates/Portfolio/Testimonials/Artwork should be attached to the form and original copies should be made available at the interview (if needed).

**Section 1 – To be completed by Head of Department (H.O.D)**

Name: ..... Employee No. : .....

Position : ..... Department : .....

1. Reason of application :

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2. Project details :

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3. Job descriptions :

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4. Value of Project (RM) : ..... 5. Quotation (RM) : .....

6. Period (date of intake) : From ..... To .....

Signature : .....

Date of application : .....



**Section 2 – To be reviewed by HR Department**

Comment / Remarks :

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Name : ..... Signature: ..... Date : .....

**Section 3 – To be verified and approved by Top Management :**

**a. Verified by (i) : (General Manager / Manager)**

(please state any comment or remarks)

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Name : ..... Signature: ..... Date : .....

**b. Verified by (ii) : (Deputy Chief Operating Officer)**

(please state any comment or remarks)

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Name : ..... Signature: ..... Date : .....

**c. Approved by : (Chief Operating Officer)**

(please state any comment or remarks)

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Name : ..... Signature: ..... Date : .....