



**SEAMEO REGIONAL CENTRE FOR EDUCATION
IN SCIENCE AND MATHEMATICS
PENANG, MALAYSIA**

APPLICATION FORM

(Please write in BLOCK LETTERS)

Closing Date: 27 November 2025

**ADMINISTRATIVE ASSISTANT
(INTERNATIONAL HOUSE)**

Recent
Photograph
Of
Applicant

(A) 1. Position applied for:

2. The earliest date able to start work:

(B) 1. Full name of applicant:

(Mr/Mrs/Miss/Dr/) (Please underline surname)

2. Gender Country of birth: Date of Birth:

Nationality: NRIC No: Date of Issue

Place of Issue EPF Membership No.:

3. Present Address:

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Handphone: Fixed Phone: Fax:..... Email:

4. Permanent Address:

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Handphone: Fixed Phone: Fax:..... Email:

5. Matrimonial status : single/married/ (Others. Delete whichever is not applicable)

| Name | Relationship | Date of Birth | Citizenship | Place of Residence |
|------|--------------|---------------|-------------|--------------------|
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8. Language Proficiency:

| Written and Spoken | Written Only | Spoken Only |
|--------------------|--------------|-------------|
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(C) Give the following particulars of two persons to whom references about you may be made.

| Name | Present Position | Years of Acquaintance | Address & Phone No. |
|------|------------------|-----------------------|---------------------|
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(D) Salary expectation to accept this post: RM per month.

(E) If you have any physical handicap or disability, please describe below:

(F) Do you have any relatives or friends that are still working at SEAMEO RECSAM? Please state below:

(G) Have you ever been involved in any police or court case (if yes, please give details below):

(G) Any other information you would like us to know:

I hereby declare that all information given above are true and correct. I also hereby agree that RECSAM reserves the right to verify the authenticity of any information or documents stated above, including communicating with your previous employers, any individual or authority concerned. I fully understand that any false information, given intentionally or otherwise, will result in immediate termination of my service.

Applicant's Signature

(Day/Month/Year) :

Important:

1. One certified true copy each of your birth and academic certificates must accompany this application; the originals should **not** be forwarded. If your originals have been lost or mislaid, please obtain authenticated duplicates or certified true copies from the issuing authorities. All attachments to your application must bear your name.
2. If the space provided on the form is insufficient, please write on separate sheets of paper, but the number of the item must be quoted.
3. Only qualified applicants will be called for interview and/or tests. Candidates who do not receive any replies **three (3) months** after the closing date may consider their applications unsuccessful.
4. Incomplete applications will not be considered.
5. Please send the completed application form with supporting documents to reach the following address before or by the closing date:

**The Director
SEAMEO RECSAM
Jalan Sultan Azlan Shah
11700 Gelugor
Pulau Pinang.**

6. Please indicate on the upper left corner of the envelope the post applied and the closing date.
7. Proof of posting is not proof of receipt.