RAM GUARD SERVICES SDN. BHD. (712889-D)
(A menber of Security Services Association of Malaysia)
No. 31-3, Jalan Impian Mahkota 1,
Saujana Impian, 43000 Kajang, Selangor.
Tel: 603 - 8741 5141, 603 - 8741 4646
Email: info@ramguard.com.my Website: www.ramguard.com.my

Application Form

Completed form can be sent to :
Email apply@ramguard.com.my
WhatsApp : **01116362260**

Notice to applicants:

- Applying for this job is free. We never ask for any payment, deposit or fee at any stage. If anyone asks you for money, tell the Branch Manager at rba@ramguard.com.my.
- We never keep your original documents. We look at them and return them to you the same day, and keep a photocopy only.
- We select people on job-related criteria and do not discriminate on race, colour, age, gender, sexual orientation, ethnicity or national origin, disability, pregnancy, religion, political affiliation, union membership or marital status.
- Your personal data is used only for recruitment and legal compliance, kept for 7 years as the law requires, and shared only with those who need it, including client for site clearance where required. See the consent in Section J.

A. Position and source

Field	Response
Position applied for	☐ Security Guard ☐ Patrol Guard ☐ Badging Coordinator ☐ SOC Operator ☐ Shift Supervisor ☐ Manager ☐ Receptionist/Clerk
Preferred site or area	
Date available to start	
How did you hear about this job?	☐ Advert ☐ Employee referral (_____) ☐ Walk-in ☐ Notice at site ☐ Agency (name: _____) ☐ Other
Has anyone asked you to pay for this job or to hand over your original documents?	☐ No ☐ Yes (tell the interviewer; this is not held against you)

B. Personal details

Field	Response
Full name (as on IC)	
IC type and number	
Date of birth / Place of birth (to confirm you are 18 or older)	
Home address	
Mobile phone and email	
Emergency contact (name, relationship, phone)	
Legally allowed to work in Malaysia?	☐ Yes ☐ No.

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C. Language skills

Language	Speak	Read	Write	Understand
Bahasa Malaysia	☐ Fluent ☐ Good ☐ Basic	☐ Fluent ☐ Good ☐ Basic	☐ Fluent ☐ Good ☐ Basic	☐ Fluent ☐ Good ☐ Basic
English	☐ Fluent ☐ Good ☐ Basic	☐ Fluent ☐ Good ☐ Basic	☐ Fluent ☐ Good ☐ Basic	☐ Fluent ☐ Good ☐ Basic

D. Education and training

Level	School or institution	Year completed	Certificate
Secondary school or equivalent			
Diploma, degree or higher			
Security, first aid or other training			

E. Experience (security, military or law enforcement first; most recent first; last 5 years)

Employer	Position	From - To	Main duties	Reason for leaving	Supervisor name, contact no

Total years of security experience in the last 5 years : _____
Military or law enforcement service (years) : _____

F. Licences and certificates

Item	Number	Issue date	Expiry
Security guard certification/ CSG			
First aid / CPR / AED			
Fire safety			
Driving licence (class)			
Other			

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G. Availability and travel

Shifts I can work: ☐ Day (07:00-19:00) ☐ Evening (19:00-07:00) ☐ Night (23:00-07:00)
☐ Weekends ☐ Public holidays

I understand schedules follow the legal weekly limit and include at least one full day off in seven.

Can you work outdoors in heat, cold and rain? ☐ Yes ☐ No

How will you travel to the site? ☐ Own transport ☐ Public transport ☐ Company transport.
Travel time: _____ minutes (to be filled later – after post assignment)

H. Declarations

#	Question	Answer
1	Are you related by blood or marriage to anyone employed by RAM Guard Services or by Client? If yes: name, relationship, site	☐ No ☐ Yes:
2	Are you a current or former employee or contractor of Client? If yes: site and dates	☐ No ☐ Yes:
3	Are you employed elsewhere now? If yes: employer and weekly hours	☐ No ☐ Yes:
4	Have you been convicted of a criminal offence? (Your answer will be verified.)	☐ No ☐ Yes:
5	Have you ever been dismissed from a job for misconduct?	☐ No ☐ Yes:
6	Can you perform these essential duties, with or without reasonable accommodation: stand and walk up to 12 hours; work indoors and outdoors, day and night; respond to emergencies?	☐ No ☐ Yes Accommodation to discuss (optional, confidential):
7	Will you take a pre-employment drug screening?	☐ No ☐ Yes

I. References (at least one former employer)

Name	Relationship	Phone	Years known

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J. Consent and declaration

☐ The information I have given is true and complete. I understand false information is grounds for rejection or dismissal.
☐ I consent to verification of my identity, education, employment, references and criminal record, as the law permits.
☐ I consent to drug screening where the law allows, before assignment and at random or for cause afterwards.
☐ I understand I must complete at least 34 hours of pre-service training and pass the written exam (80% or higher) before working at a Client site.
☐ I understand I must sign a non-disclosure agreement, may not carry any weapon on Client premises, and may not work in a Client site where a relative works without written approval.
☐ I have not paid, and will not pay, anyone for this job, and I understand my original documents will be returned to me.
☐ I consent to RAM Guard Services Sdn Bhd processing my personal data as described in the notice above.

Applicant signature: _____ Date: _____

Office use only

Check	Result
Originals sighted and returned (log no. ____): ID ☐ Education ☐ Licence ☐ Permit ☐	
Age 18 or older confirmed	☐ Yes ☐ No
Mandatory eligibility met (Guard Standards)	☐ Yes ☐ No
Relatives and Client-employee check	☐ Clear ☐ Referred to Client Security Manager
Fee question answered Yes	☐ No ☐ Yes: escalated to Branch Manager
Screening decision	☐ Proceed to test ☐ Decline. Reason:
Recruiter name, signature, date	

Addendum (Information required by KDN – ESIMS)

CSG ☐ No ☐ Yes Date/Location

Marital Status ☐Single ☐ Married ☐ Divorced ☐ Widowed

EPF No

Nationality

Race Religion

Weight Height : m

Medical Report ☐ No ☐ Yes (compulsory for age above 50 years)

Contact Person (if emergency) :

Address :

Telephone Relationship

DECLARATION FORM

1. Have you have you been convicted or been imprisoned? If yes, please state.
(Includes felonies, firearms or explosives violations, misdemeanours, and all other offenses.)

2. Are you now under charges for any violation of law? If yes, please state.

3. Health Information

a. Do you have any contagious disease? ☐ No ☐ Yes

b. Do you have breathing difficulties, heart problems or epilepsy? ☐ No ☐ Yes

c. Are you dependent on any kind of medication that may disrupt your ability to perform your tasks? ☐ No ☐ Yes

d. Have you undergone any surgery in the past 5 years? ☐ No ☐ Yes

∗ I understand and agree that all information furnished in my application and during the interview may be verified by RAM Guard Services Sdn. Bhd.
∗ I authorize all individuals and organizations named or referred to and any law enforcement organizations to give RAM Guard Services Sdn. Bhd. all information relative to such verification.
∗ I hereby release such individuals, organizations and RAM Guard Services Sdn. Bhd. from all and any liability for any claim or damage resulting therefrom.
I certify that all of the statements made in this application are true, complete, and correct to the best of my knowledge and belief and are in good faith.

Signature of Applicant :
Date Signed :