



## STUDENT AFFAIRS AND DEVELOPMENT DIVISION International Islamic University Malaysia

**Application Form for Lecturer/Trainer/Instructor  
and Facilitator (Part time)**

**SEMESTER ..... SESSION ...../.....**

Photo

### INSTRUCTIONS

Please complete Section A, please specify the area in which you would like to apply for and attach resume, photo and any documents related to your expertise and experience in the area of your specialisation. Please submit this form to the following address:

**Student Affairs and Development Division  
Level 2, Muhammad Abdul-Rauf Building  
International Islamic University Malaysia  
Jalan Gombak, 53100 Selangor Darul Ehsan**

### SECTION A (To be completed by the Applicant)

|                                      |                      |
|--------------------------------------|----------------------|
| 1. Name:                             |                      |
| 2. Staff / Matric No.:               | 3. MyKad / Passport: |
| 4. Postal Address:<br>.....<br>..... |                      |
| 5. Fax:                              | 6. E-mail:           |
| 7. Marital Status (please circle):   | 8. Date of Birth:    |

9. Telephone:  
 (Home): \_\_\_\_\_ (Office): \_\_\_\_\_ (H/P): \_\_\_\_\_

10. English Proficiency:  
 Excellent  Good  
 Fair  Poor

11. Gender (please circle):

12. Kulliyah/Division/Centre:

13. Nationality:

14. Present Position (in IIUM or Outside. You may add attachment if necessary):

15. I am applying for...

| Usrah Budi Packages                             | Skills Packages  |
|---|--|
| <input type="checkbox"/> Facilitator            | <input type="checkbox"/> Trainer <input type="checkbox"/> Assistant Trainer  |
| Debate Packages                                 |  |
| <input type="checkbox"/> English Debate Trainer | <input type="checkbox"/> Arabic Debate Trainer <input type="checkbox"/> Presentation Skills Trainer <input type="checkbox"/> Public Speaking Trainer |
| Others  |  |
| <input type="checkbox"/> Tahfiz Instructor      | <input type="checkbox"/> Leadership Trainer <input type="checkbox"/> Parenting Lecturer <input type="checkbox"/> Admin. Asst./ Graduate Assistant    |

17. Educational History (Please provide the following information. You may attach separate sheets if necessary).

| No. | School/Institution/University Attended | Year |       | Academic Qualification |
|-----|--|------|-------|------------------------|
|     |  | From | Until |                        |
| 1.  |  |      |       |                        |
| 2.  |  |      |       |                        |
| 3.  |  |      |       |                        |
| 4.  |  |      |       |                        |

18. Working Experience (including any part-time or full-time employment. You may attach separate sheets if necessary).

| No. | Organisation | Position | Duration |
|-----|--------------|----------|----------|
| 1.  |              |          |          |
| 2.  |              |          |          |
| 3.  |              |          |          |
| 4.  |              |          |          |

19. Any award / outstanding achievement / projects / activities that are related to the area of your intended work? (Attach a separate sheet if necessary)

.....  
 .....  
 .....

20. Please explain in few sentences, why you would like to be appointed in the work that you have applied for? (Attach a separate sheet if necessary)

.....  
 .....  
 .....

Signature:

Date:

**SECTION B** (for the Office use)

**Date Received** : \_\_\_\_\_

**Date of Interview** : \_\_\_\_\_

| Action                  | Date | Remarks | PIC |
|-------------------------|------|---------|-----|
| Prepare offer letter    |      |         |     |
| Date reporting for duty |      |         |     |