

## **Recommendation/ Experience Certificate** **Request Form**

**Current Information:**

<b>Employee Name:</b> _____	<b>School/Campus:</b> _____
<b>Induction Date:</b> _____	<b>Last Day on Duty:</b> _____
<b>Job Title:</b> _____	<b>Department/Section:</b> _____
<b>Mobile Number:</b> _____	<b>Email Address:</b> _____

**Recommendation to be addressed to:**

<b>Name:</b> _____	<b>Country:</b> _____
<b>Name:</b> _____	<b>Country:</b> _____

**Employment history at AMSI Schools**

School Branch	Start Date	End Date	Position / Class / Subject	Grades
ISAS,AMB,AMG				

*\*Please note that this certificate will only be issued upon the employee's request.*

<b>Employee's Signature</b>	<b>HC Officer Signature / Date</b>

*\*Please email or submit this form to Human Capital Department.*

*\*Your certificate will be ready within 1-2 weeks from the date of receipt.*