

## APPLICATION FORM FOR EMPLOYMENT

### INSTRUCTIONS

1. This form has been designed to provide us with the basic information for easy processing of your application for employment with us. It also serves as our personal record should you be employed.
2. All relevant parts of this application form must be completed and in the applicant's own handwriting.
3. If space in this application is insufficient, please attach an addendum.
4. The firm reserves the right to terminate the employment of the applicant if any of the particulars supplied by the applicant in this application form is found to be untrue after engagement.

**Please affix  
a recent  
passport size  
photograph**

Post Applied for :

### I. PERSONAL PARTICULARS

Name (as in NRIC, please underline surname) :		
Name in Chinese characters (if applicable) :		Marital Status : Single / Married / Divorced / Widowed
NRIC/Passport No :	Color Of Singapore IC : Pink / Blue	Sex : Male / Female
Place Of Birth :	Date Of Birth :	Nationality :
Religion :	Race :	Driving License : Class 2 / 2A / 2B / 3 / 4 / 5
Address & Contact Telephone Number in Singapore  Address : _____  Telephone No : _____(Home) _____(Office) _____(Mobile)  E-mail Address: _____		
Overseas Address & Contact Telephone Number (If you are not a Singapore Citizen or permanent resident) :  Address : _____ Telephone: _____		

### II. NATIONAL SERVICE (if applicable)

Enlistment Date :	ORD :
Service Status : Part-time / Full Time / Deferred / Exempted	Vocation :
Rank at ORD :	Current Rank :
NS Unit :	NS Status : Active / Inactive
If exempted, state reason :	

### III. CONTACT PERSON / NEXT-OF-KIN – In case of emergency

Name :	Relationship :
Address : _____ Telephone: _____	

**IV. FAMILY DETAILS – Include Immediate Family (Spouse, Parents, Children) and Siblings**

Name	Gender	Age	Relationship	Occupation and Employer/Company

**V. EDUCATIONAL PROFILE – Attach photocopies of all academic certificates (including GCE 'N', 'O' and 'A' levels) are to be submitted by successful applicant.**

Qualification	Institution / Country	Commenced (dd/mm/yy)	Completed (dd/mm/yy)	Part-time / Full Time

**VI. COURSES CURRENTLY PURSUING**

From (dd/mm/yy)	Expected Date Of Completion (dd/mm/yy)	Name of Course*	Institution

\*Please attach partial results if available

**VII. COMPUTER LITERACY & OTHER SKILLS**

Please indicate the software you are competent in:


**VIII. EMPLOYMENT HISTORY– Start with your latest or present company**

**NB: It is the policy of this Company to carry out reference checks with previous companies but only after an applicant has commenced employment.**

From (dd/mm/yy)	To (dd/mm/yy)	Company / Country	Position	Monthly Basic Salary	Reasons For Leaving

**IX. MEMBERSHIP OF PROFESSIONAL/SOCIAL ORGANISATION**

Organisation	Date admitted	Position held

**X. ADDITIONAL INFORMATION**

1. What is your expected salary?	\$
2. What length of notice is required by your current employer?	
3. Have you been or are you suffering from any disease / illness / major medical condition / mental disorder or physical impairment? (Any undeclared illness will render you ineligible for our benefits programme.) If yes, please give details. _____	Yes / No
4. Have you been discharged or dismissed from the service of your previous employers? If yes, please give details. _____	Yes / No
5. Have you been convicted in a court of law in any country? If yes, please give details. _____	Yes / No
6. Have you ever been served with a Garnishee Order by any organisation or been declared a bankrupt? If yes, please give details. _____	Yes / No
7. Are you or have you been a director, manager, agent or guarantor of any company or business entity, including one which has been wound up? If yes, please give details. _____	Yes / No

**XI. DECLARATION**

I declare that all information given herein are true and correct.

I give my consent for the firm to obtain and verify information from or with any source, as you deem appropriate for the assessment of my application.

I understand that a misrepresentation or omission of facts will be sufficient cause for cancellation of consideration for employment or dismissal from the Company's service if I have been employed.

\_\_\_\_\_  
Signature / Date

**XI. FOR HR DIVISION USE**

Applicant to replace \_\_\_\_\_ or to fill a new position.

Appointment \_\_\_\_\_ Starting Salary \_\_\_\_\_ Executive Level \_\_\_\_\_

Salary Range \_\_\_\_\_ Date of Commencement \_\_\_\_\_

**Regular / Temporary**

Comment:

\_\_\_\_\_

\_\_\_\_\_