

Blk 187, #01-475 Bishan St 13 Singapore 570187
Tel: 6252 2566 Fax: 6252 2445

APPLICATION FOR APPOINTMENT

POSITION APPLIED FOR _____ Date of Advert/Other: _____

PART I - PERSONAL PARTICULARS			
Name <i>(As in NRIC, Underline Surname)</i>		Chinese Characters / Aliases <i>(If Any)</i>	
Address		Contact No(s): Home Office HP E-mail	
NRIC No.	Colour of NRIC * Pink / Blue	Date of Birth / Age	Sex * Male / Female
Place of Birth	Nationality	Race / Dialect	Religion
Marital Status	CPF Reference No.	Income Tax Reference No.	
Expected Salary Range (Min-Max)		Notice Period Required	Earliest Commencement Date

FOR FOREIGNERS ONLY				
Status in Singapore *Permanent Residence / Employment Pass / Work Permit / Dependent Pass / Visit Pass / Others, please state: _____				
Type of Travel Document	Travel Document No.	Date of Travel Document Issued	Place of Travel Document Issued	Expiry Date of Travel Document
Address of Country of Origin				

*Delete where applicable

PART II - FAMILY DETAILS			
Particulars of Parents & Siblings (For Single Applicant)			
Particulars of Spouse & Children (For Married Applicant)			
Name	Age	Relationship	Occupation

Emergency Contact Person	Relationship	Address	Contact No(s): Home Office HP; E-mail
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PART III - EDUCATIONAL QUALIFICATIONS

SCHOOL / PRE-U OR JUNIOR COLLEGE / POLYTECHNIC / UNIVERSITY	FROM	TO	COURSE STUDIED	CERTIFICATE / DIPLOMA / DEGREE ETC. OBTAINED

LANGUAGE PROFICIENCY (Tick as appropriate)

Languages / Dialects	Spoken			Written		
	Fluent	Fair	Poor	Fluent	Fair	Poor

SPECIAL SKILLS / COURSES ATTENDED OR PURSUING

1. PC Software Applications (specify) :

2. Others (specify) :

PART IV - EMPLOYMENT HISTORY

(Give details of your employment history beginning with the most recent employer)

FROM	TO	NAME OF ORGANISATION	POSITION HELD	BASIC SALARY	REASON(S) FOR LEAVING

10. Have you ever been declared a bankrupt?

Yes No

PART VII - REFERENCES (To be completed)

Name	Address	Contact No(s).	Occupation/Designation	Years Known
1.				
2.				
3.				

PART VIII - DECLARATION

I understand that any false statement made by me on this application or any supplement thereto will be sufficient ground for disqualification or dismissal if appointed. The willful suppression of any material fact will be similarly penalised.

Signature of Applicant

Date of Application

N.B. A copy each of the testimonials and certificates of educational academic & professional qualifications must be attached to this application.

PART IX – SELECTION DECISION (For Human Resource’s Use Only)

Interviewers for 1st Interview & Date:

Interviewers for 2nd Interview & Date:

Decision:

Selected / Rejected (Reason: _____
_____)

Proposed Salary / Job Grade: _____

Remarks: _____

Proposed by :

Approved by:

Name / Signature / Date

Name / Signature / Date

Name / Signature / Date

