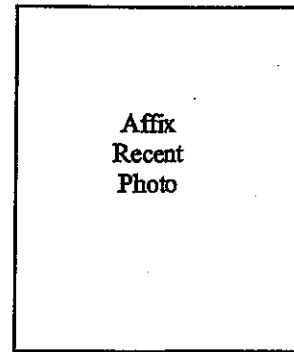




Family Service Centre
 Blk 187 Bishan Street 13
 #01-475
 Singapore 570187
 Tel: 252 2566 Fax: 252 2445



APPLICATION FOR APPOINTMENT

POSITION APPLIED FOR _____

| PART I - PERSONAL PARTICULARS | | | |
|--------------------------------------|---------------------------------|--|----------------------------|
| Name (As in NRIC, Underline Surname) | | Chinese Characters / Aliases (If Any) | |
| Address | | Contact No(s): Home Pg Office 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 Pg Office E-mail |

PART III - EDUCATIONAL QUALIFICATIONS

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

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 |
|------|----|----------------------|---------------|--------------|-----------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

PART V - NATIONAL SERVICE (Attached with supporting documents)

Have you completed National Service? Yes No

Details Full-Time Part-Time Exempted, please state reason(s)

FROM (MTH/YR)

TO (MTH/YR)

RANK / UNIT / COPY

VOCATION

How did you come to know about the job?

Advertisement Friends / Relatives, please state: Employment Agency Others, please state:

SPORTS / GAMES:

HOBBIES / INTERESTS:

PART VI - OTHER INFORMATION (Tick as appropriate)

1. Do you presently suffer or have you ever suffered from any physical impairment or disease including mental illness, deafness, handicap, etc.? Yes No
If Yes, please specify: _____

2. Are you serving any bond with your present employer? Yes No
If Yes, please specify: _____

3. Do you have any relatives / friends currently employed by REACH FSC? Yes No
If Yes, please specify: _____

4. Have you ever been dismissed or discharged from the services of any organisation? Yes No
If Yes, please specify: _____

5. Have you ever been convicted in a court of law in any country? Yes No
If Yes, please specify: _____

6. Have you ever been detained by the police or any government (other than for traffic violations or misdemeanors)? Yes No
If Yes, please specify: _____

7. Have you ever applied for job or joined our organisation before? Yes No
If Yes, please specify: _____

8. Do you own any driving licence? Yes No
If Yes, please indicate type: _____

9. Do you have any objections to a reference check with your present/previous employer(s)? Yes No

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 wilful 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 - FOR PERSONNEL USE ONLY

Selected

KIV

Shortlisted For Second Interview

Rejected

Appointment : _____

Division / Department : _____

Proposed Date Joined : _____

Proposed Salary : _____

Proposed Job Grade : _____

Probation Period : _____

Remarks : _____

Proposed By:

Approved By:

Name / Signature

President of Management Committee /
Executive Director

Date

Date

a:/jobapplication/hc