



**Application For Employment**

- Notes :
1. Please PRINT clearly.
  2. The words 'NIL' or 'NA' i.e. Not applicable should be entered where applicable.  
No space of this form is to be left blank

**PERSONAL PARTICULARS**

Full name in BLOCK LETTERS (Underline Surname. If married woman, state maiden name.)		Chinese Character (If applicable)	
Dr/Mr/Mrs/Miss/Mdm			
Post Applied For		Expected Salary	
Address in Singapore			
Telephone (Home) :		(HP) : Singapore _____	
Citizenship	NRIC No.	Date of Issue	Religion
Date of Birth	Country of Birth	Race/Dialect	Marital status *Single/Married/Widowed/Divorced

**FOR FOREIGNERS ONLY**

Type of Travel Document Held and Number	Date of issue	Place of issue	Date of Expiry
Address in Country of Origin			

**To Notify in Case of Emergency**

Name :	Relationship :	Home/HP Tel :
Address :		

**FAMILY MEMBERS**

Name	Age	Relationship	Occupation	Name of employer

**EMPLOYMENT HISTORY**

Date		Name of Employer	Job Title	Basic Salary & Allowances			Reason(s) for Leaving
From	To			Starting	Last Drawn	Other benefits	

**EDUCATION**

School/Institute Attended (Attach detailed results from GCE O Level upwards)	Year		Highest qualification attained
	Joined	Left	

**LANGUAGE PROFICIENCY (Include Dialect)**

Written and Spoken	Spoken Only
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**NATIONAL SERVICE (Singapore Citizens Only)**

Date of Enlistment	Run-Out-Date	Rank/Unit/Coy	Vocation
Appointment during NS		Appointment during Reservist	

**HOBBIES AND RECREATIONAL ACTIVITIES:**

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**MEMBERSHIP OF PROFESSIONAL SOCIETIES, CLUBS & ASSOCIATIONS :**

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**REFEREES**

(Give particulars of 2 referees (not relatives) known to Applicant for 2 years or > to whom references may be made)

Name	_____	Contact Tel :	_____	Years known:	_____
Address	_____				
Occupation	_____	In what capacity do you know *him/her	_____		
Name	_____	Contact Tel :	_____	Years known:	_____
Address	_____				
Occupation	_____	In what capacity do you know *him/her	_____		

1. Draw below the organisation chart showing your position in your present job.

2. Briefly describe your working experience, giving particular emphasis to the areas which are relevant to the job you are applying.

3. What attributes do you consider as most important for the position you are applying?

4. What are your career objectives now and in 3 to 5 year's time.  
(You may want to describe the type of organisation and the position you hope to attain)

**OTHERS**

(Please answer the following questions :

- |  |        |
|--|--------|
| 1. Have you been or are suffering from any physical impairment or disease?                 | Yes/No |
| 2. Have you ever been discharged or dismissed from the service of your previous employers? | Yes/No |
| 3. Have you ever been convicted in a Court of Law in any country?                          | Yes/No |
| 4. Have you ever been detained by the police or any government?                            | Yes/No |
| 5. Do you have any relatives/friends presently employed by this company?                   | Yes/No |

If your answer to any of these questions is Yes, please give details on a separate sheet of paper.

**DECLARATION**

Your application will be disqualified if it is found that you have wilfully suppressed material facts or knowingly given false particulars.

If, after engagement, it is found that you have knowingly made a false declaration on the form, the company reserves the right to terminate your service without notice.

_____	_____
Date	Signature of Applicant

**FOR OFFICIAL USE**

Interview on _____ by _____				
Remarks				
Applicant came to know of the vacancy through : Advertisement / Own application / Agency / Employee / Others				Outcome KIV / Not Selected / Selected
Appointment	Department	Grade	Commencing Date	Basic Salary

Date: \_\_\_\_\_

Approved by : \_\_\_\_\_