



Candidate Data (Private & Confidential)

- The purpose of this form is to gather information about your background, experience and career plans in order to help us understand you and suitability for the job.
- The application must be completed in writing
- One copy of your certificates of academic and professional qualifications , transcript, CV and testimonials to be attached for the application
- Do not leave any Blanks. If an item is not applicable to you, indicate "N.A". Delete where not applicable.
- Any false particulars or willful suppression of material facts will render you liable to be disqualified or, if appointed, to be dismissed and/or subjected to legal proceedings

Please Affix A
Recent
Photograph Of
Yourself

POSITION APPLIED FOR: _____

1. PERSONAL INFORMATION

Full Name (as in NRIC/Passport): _____ Gender: Male/Female*

Present Address: _____

_____ Postal Code : _____ Email : _____

Telephone (H): _____ Office : _____ (HP/Pgr)* : _____

Date of Birth : _____ Place of Birth : _____ Age : _____

Nationality : _____ NRIC No : _____ Race : _____

Dialect : _____ Driving License : _____

Marital Status: Single Married Separated Divorced Widowed

FOR NON SINGAPOREAN CITIZEN

Permanent resident of Singapore? YES NO

Employment Pass/Work Permit No : _____ Date of Issue: _____ Date of Expiry: _____

Passport No : _____ Country of Issue : _____

Date of Issue : _____ Date of Expiry : _____

2. EMERGENCY CONTACT

Name: _____

Address: _____

Relationship : _____ Telephone: _____

3. NATIONAL SERVICE

Liability : Full Time/Part Time/ Exempted* (reason) _____

Enlisted Date: _____ ROD : _____

Unit/Branch : _____ Last Rank Held : _____

**Please delete where not applicable*

4. FAMILY PARTICULARS

Particulars of Spouse and Children

Name	Relationship	Date of Birth/Age	Occupation	Name of employer/ School

Particulars of Parents/Brothers/Sisters

Name	Relationship	Date of Birth/Age	Occupation	Name of employer/ School

5. EDUCATION QUALIFICATIONS

State in Chronological Order Schools/Institutions Attended

Name of School/College/University	From (mm/yy)	To (mm/yy)	Highest Level Attained

6. EXTRACURRICULUM ACTIVITIES AND PROFESSIONAL BODIES MEMBERSHIP

Hobbies and Recreational Activities	Scholarships/Awards, Prizes etc	Professional Body/Association/Club

7. LANGUAGES

Please indicate level of proficiency: High, Moderate, Low

Languages	Spoken (H / M / L)	Read (H / M / L)	Written (H / M / L)

8. EMPLOYMENT HISTORY

State in chronological order your previous and current employment.

Name of Employer	Position Held	From (mm/yy)	To (mm/yy)	Last drawn salary	Reason for leaving

9. COMPUTER LITERACY

1. Give details of any computer software application/languages which you know : _____

2. Are you familiar in using Internet? Nil Low Moderate High

3. Do you have easy access to the Internet outside the office? YES NO

Expected Salary : _____ Notice Period Required : _____

10. ADDITIONAL INFORMATION

Would you be willing to work: shift ? Yes / No*
 overtime ? Yes / No*

Referral Source :

Newspaper advertisement Magazine/Brochures Career Talk/Exhibition

Agency/Head hunter Others Recommend _____

**Please delete when not applicable*

11. CHARACTER REFERENCE

List 2 reference whom we may contact for testimonial. Referees must not be member of your family or relatives and should be competent to comment on your education/work experience

Name	Telephone No.	Occupation/ Employer	Years Known	Relationship

12. OTHER INFORMATION

Please include any other information you think will be useful to us in considering you for employment such as accomplishments, awards and activities, etc:

Please answer the following questions by deleting 'Yes' or 'No' where not applicable. If 'Yes', give details in the space provided. Use additional sheet if necessary.

1. Are you bonded by your present company/institute? Yes / No* _____
2. Have you ever been charged, convicted in any court of law or detained under provision of any written law? Yes / No* _____
3. Have you ever been detained by the police or any government? Yes / No* _____
4. Have you been made a judgment debtor by any court or any other official body at any time? Yes / No* _____
5. Are you an undischarged bankrupt or are you in debt at any moment? Yes / No* _____
6. Are you engaged in any business/part time employment? Yes / No* _____
7. Are you ever been discharged/dismissed from the service of previous employers? Yes / No* _____
8. Have you been employed by any Singapore companies before? Yes / No* _____
9. Do you smoke? Yes / No* _____
10. Have you been suffering from any mental illness or physical illness or disability for which you have received medical treatment? (eg: diabetes, tuberculosis, epilepsy, etc.) Yes / No* _____

13. DECLARATION

I authorise investigation of all facts contained in this application. I declare that information given by me on this application for employment is true and correct to the best of my knowledge and that I have not withheld any relevant particulars/material fact. I accept that if any of the information given by me in this application for employment is in any way false, or incorrect, the company shall have the right to dismiss me without notice and without assigning any reason.

Signature of applicant

Date