

## JOB APPLICATION FORM

Position Applied For : \_\_\_\_\_

SECTION A – Personal Particulars			
<b>Name of Applicant (Underline surname)</b>		<b>Name In Chinese (If applicable)</b>	
<b>NRIC/Passport Number</b>	<b>Age</b>	<b>Gender M / F</b>	<b>Nationality</b>
<b>Date of Birth</b>	<b>Race</b>		<b>Dialect Group</b>
<b>Marital Status</b> (Single/Married/Divorced/Separated)	<b>Religion</b>		<b>Driving License</b> Class : 3 / 4 / 5
<b>Local Address</b>			
<b>Foreign Address (If Applicable)</b>			
<b>Residential No</b>	<b>Mobile No</b>	<b>Pager No</b>	

SECTION B – Education Qualifications (In chronological order)			
Name of School/Institute	Highest Qualification Achieved	Period	
		From	To

SECTION C – Extra Curriculum Activities (If Applicable)			
Name of Organisation	Appointment Held	Period	
		From	To

SECTION D – Computer Literacy
<b>Typing Speed</b> _(Words-Per-Minute)

SECTION E – Language	
Spoken	Written

SECTION F – Work Experience				
Name of Organisation	Position Held	Period		Last Drawn Salary
		From	To	

Expected Salary : \_\_\_\_\_

SECTION G – National Service			
National Service Status : (Exempted / Completed Full Time NS / NA)	National Service	From	To
Rank :	Appointment Held :		

### DECLARATION

- |  | YES | NO  |
|--|-----|-----|
| 1. Have you been convicted of any offence other than traffic offence in Singapore or elsewhere or are there any proceedings now pending which may lead to such a conviction (eg : drunken driving, drug, fraud, dishonestly, etc.) | ( ) | ( ) |
| 2. Current status of demerit point : _____   |     |     |
| 3. Have you ever filed for bankruptcy?   | ( ) | ( ) |
| 4. Are you currently/was suffering from any form of medical ailment?<br>(If yes, state details.)   | ( ) | ( ) |

**Note :**

Please attach annexes giving all relevant particulars if any of your answers to any of the above questions is "Yes".

I HEREBY DECLARE THAT ALL THE ABOVE INFORMATION FURNISHED ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT MY APPLICATION MAY BE VOID IF THE COMPANY FOUND ANY OF THE ABOVE DETAILS TO BE UNTRUTHFUL.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



**FOR OFFICIAL USE ONLY**

We accepted the following applicant based on the following terms and conditions

<b>Gross Salary Per Month</b>	<b>Date of Commencement</b>	<b>Probation Period</b>
_____	_____	_____

**Allowance (If any) :** \_\_\_\_\_

**Remarks :** .....  
.....  
.....

**Interviewed By :**  
\_\_\_\_\_  
\_\_\_\_\_

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

**Director's Name & Approval :** \_\_\_\_\_

**Knowledge Performance :**    Excellent (    )    Good (    )    Fair (    )    Poor (    )

**Personal Performance :**    Excellent (    )    Good (    )    Fair (    )    Poor (    )