



## 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 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

Passport No : \_\_\_\_\_ Country of Issue : \_\_\_\_\_

Date of Issue : \_\_\_\_\_ Date of Expiry : \_\_\_\_\_

## 2. FAMILY PARTICULARS

### 3. EDUCATION QUALIFICATIONS

State in Chronological Order Schools/Institutions Attended

Name of School	From (dd/mm/yyyy)	To (dd/mm/yyyy)	Full Time/ Part Time/ Distance Learning	Highest Level Attained/ Specializations

### 4. EMPLOYMENT HISTORY

State in Chronological Order your previous and current employment.

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

### 5. LANGUAGES

Please indicate level of proficiency: High, Moderate, Low

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

## 6. COMPUTER LITERACY

- Give details of any computer software application/languages which you know : \_\_\_\_\_
- Are you familiar in using Internet? NIL  LOW  MODERATE  HIGH

## 7. ADDITIONAL INFORMATION

Expected Salary : \_\_\_\_\_ Notice Period Required : \_\_\_\_\_

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

Referral Source :

Newspaper advertisement  Magazine/Brochures  Career Talk/Exhibition  
 Agency/Headhunter  Others  Recommend \_\_\_\_\_

*\*Please delete when not applicable*

## 8. OTHER INFORMATION

- Have you ever been refused entry into or deported from any country? Yes / No\* \_\_\_\_\_
- Have you ever been convicted in a court of law in any country? Yes / No\* \_\_\_\_\_
- Have you ever been prohibited from entering Singapore? Yes / No\* \_\_\_\_\_
- Have you ever entered Singapore using a different passport? Yes / No\* \_\_\_\_\_
- Have you ever entered Singapore using a different name? Yes / No\* \_\_\_\_\_
- Have you ever been a Singapore Citizen or Singapore Permanent Resident? Yes / No\* \_\_\_\_\_
- Have you ever stay in Singapore? Yes / No\* \_\_\_\_\_
- If yes, please provide length of stay & for what purpose? \_\_\_\_\_
- 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\* \_\_\_\_\_

## 9. 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