

EMPLOYMENT APPLICATION

Instructions:

- 1) This is a standard form. All fields except (*) are mandatory.
- 2) The (*) fields are optional and you may choose not to fill in. However after the selection has been made, you must fill in all fields.
- 3) Please attach photocopies of your identity card/passport, educational transcripts and certificates, NS certificate of service (if any) and other relevant supporting documents.
- 4) It is your duty to ensure that the information provided is accurate to your best knowledge and that you do not willfully suppress any information. For your information, the purpose of this form is stated clearly under the 'Declaration' portion.

| | |
|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| POSITION APPLIED FOR | |
| How did you find out about this position? | <input type="checkbox"/> SPD's Website <input type="checkbox"/> ^Online Portal - NCSS Website / JobsDB / JobStreet / JobsBank <input type="checkbox"/> Newspaper <input type="checkbox"/> Referred by SPD staff (Name: _____) |

| PERSONAL DETAILS | | | | |
|---------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| Full Name (As in identity card/passport): Please underline family name | | Contact No: _____ (Mobile) _____ (Home) | | |
| | | E-mail: _____ | | |
| Address | | Address in Country of Origin (For foreign applicant) | | |
| | | Contact No.: _____ | | |
| Identity Card No./Passport No.: | * Date of Birth: (dd/mm/yy) | * Race: | * Religion: | * Marital Status: |
| Citizenship: | Permanent Resident of Singapore: <input type="checkbox"/> Yes <input type="checkbox"/> No | * Place of Birth | Are you presently on <input type="checkbox"/> Employment Pass <input type="checkbox"/> S Pass <input type="checkbox"/> Work Permit <input type="checkbox"/> N.A. | |

| NATIONAL SERVICE (Attached with supporting documents) | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| Have you completed National Service? <input type="checkbox"/> Yes <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> No <input type="checkbox"/> Not Applicable <input type="checkbox"/> Exempted Reason for exemption: _____ | From: _____ To: _____ Rank/Unit/Copy: _____ Vocation: _____ |

| * FAMILY BACKGROUND (Particulars of Parents & Sibling For Single Applicants, Particulars of Spouse & Children for Married Applicants) | | | |
|------------------------------------------------------------------------------------------------------------------------------------------|-----|----------------------------------------------|--------------|
| Name | Age | Relationship | Occupation |
| | | | |
| Next-of-Kin (In case of emergency): | | Relationship: | Nationality: |
| | | Contact No: _____ (Mobile) _____ (Office) | _____ (Home) |

Indicate 'N.A.' when necessary. Do not leave any blank.

^Please delete accordingly.

| EDUCATION (Please attached all relevant certificates) | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|---------------|---------------------------------------------------------------------------------------------|
| Name of School / Institution & Country | From (dd/mm/yy) | To (dd/mm/yy) | Qualification Obtained |
| | | | |
| | | | |
| | | | |
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| | | | |
| | | | |
| LANGUAGE PROFICIENCY | Spoken | | Written |
| | <input type="checkbox"/> Fluent <input type="checkbox"/> Fair <input type="checkbox"/> Poor | | <input type="checkbox"/> Fluent <input type="checkbox"/> Fair <input type="checkbox"/> Poor |
| | <input type="checkbox"/> Fluent <input type="checkbox"/> Fair <input type="checkbox"/> Poor | | <input type="checkbox"/> Fluent <input type="checkbox"/> Fair <input type="checkbox"/> Poor |
| | <input type="checkbox"/> Fluent <input type="checkbox"/> Fair <input type="checkbox"/> Poor | | <input type="checkbox"/> Fluent <input type="checkbox"/> Fair <input type="checkbox"/> Poor |
| INFORMATION TECHNOLOGY SKILLS (Name of Computer Software, System or Language) | | | |
| | | | |
| MEMBERSHIP OF PROFESSIONAL INSTITUTIONS / SOCIETIES / ASSOCIATIONS | | | |
| Type of Membership | Name of professional Institutions/Societies/Associations | | Year Joined |
| | | | |
| | | | |
| OTHER COURSE / WORKSHOPS / SEMINARS | | | |
| Name of Course / Workshops / Seminars | Qualification / Certificate (if any) | | Year Attained |
| | | | |
| | | | |
| ECA / COMMUNITY INVOLVEMENT ACTIVITIES | | | |
| | | | |
| SCHOLARSHIPS / PRIZES / AWARDS | | | |
| State any scholarships you hold / have held indicating type, duration, value and bond (if any). Indicate reason for any award or prize awarded or reason for breaking bond (if any). | | | |
| | | | |

Indicate 'N.A.' when necessary. Do not leave any blank.

EMPLOYMENT HISTORY (In chronological order, starting with your present job)

| | | | | |
|----------------------|--|----------------------------|-------|------|
| 1) Name of Employer: | | Name of direct Supervisor: | | |
| Position Held: | | Email Address: | | |
| | | Contact no. : | (Off) | (Hp) |
| | | <u>HR Department</u> | | |
| | | Email Address: | | |
| | | Contact No.: | | |

| | | | | |
|------------------|----------------|-----------------------|------------|-----------------------|
| From (dd/mm/yy): | To (dd/mm/yy): | Monthly Basic Salary: | Allowance: | Bonus (No. of Months) |
|------------------|----------------|-----------------------|------------|-----------------------|

Reasons for Leaving:

| | | | | |
|----------------------|--|----------------------------|-------|------|
| 2) Name of Employer: | | Name of direct Supervisor: | | |
| Position Held: | | Email Address: | | |
| | | Contact no. : | (Off) | (Hp) |
| | | <u>HR Department</u> | | |
| | | Email Address: | | |
| | | Contact No.: | | |

| | | | | |
|------------------|----------------|-----------------------|------------|-----------------------|
| From (dd/mm/yy): | To (dd/mm/yy): | Monthly Basic Salary: | Allowance: | Bonus (No. of Months) |
|------------------|----------------|-----------------------|------------|-----------------------|

Reasons for Leaving:

| | | | | |
|----------------------|--|----------------------------|-------|------|
| 3) Name of Employer: | | Name of direct Supervisor: | | |
| Position Held: | | Email Address: | | |
| | | Contact no. : | (Off) | (Hp) |
| | | <u>HR Department</u> | | |
| | | Email Address: | | |
| | | Contact No.: | | |

| | | | | |
|------------------|----------------|-----------------------|------------|-----------------------|
| From (dd/mm/yy): | To (dd/mm/yy): | Monthly Basic Salary: | Allowance: | Bonus (No. of Months) |
|------------------|----------------|-----------------------|------------|-----------------------|

Reasons for Leaving:

If you have other working experience, please indicate here:

| Name of Employer | Position Held | From (dd/mm/yy) | To (dd/mm/yy) | Monthly Basic Salary |
|------------------|---------------|-----------------|---------------|----------------------|
| | | | | |
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| | | |
|--------------------------------|---------------|---------|
| Minimum Expected Salary | Basic Salary: | Annual: |
|--------------------------------|---------------|---------|

| | | |
|------------------------------------------|-------------------------|---------------------------------|
| Notice Period/Earliest Start Date | Notice Period Required: | Earliest start date (dd/mm/yy): |
|------------------------------------------|-------------------------|---------------------------------|

Indicate 'N.A.' when necessary. Do not leave any blank.

OTHERS

- 1) Have you ever been detained by the police, CID, CPIB, any other government law enforcement institution or convicted in a court or law of Singapore or any country? (exclude parking offences) Yes No

If yes, please provide details: _____

- 2) Have you been or are you under any financial embarrassment which includes:
- (a) Bankruptcy proceedings Yes No
 - (b) Undischarged bankrupt or a judgement debtor Yes No
 - (c) Unsecured debts and liabilities of more than 3 months of last-drawn pay Yes No
 - (d) Signing of a promissory note or an acknowledgement of indebtedness Yes No

- 3) Have you ever been discharged, suspended, dismissed or terminated by any of your previous employers? Yes No

If yes, please provide details: _____

- 4) Have you suffered, or are you suffering from any medical condition, illness, disease, mental or physical impairment? Yes No

If yes, please provide details: _____

- 5) Do you have any relatives/friends or know anyone who is/are employee(s) or board member(s) of SPD? If yes, please state below: Yes No

Name: _____ Relationship: _____

DECLARATION

I, _____ (Applicant's Full Name), _____ (NRIC/Passport/FIN No) hereby authorise the representatives of the Human Resource Department in SPD, to collect and use the information collected in this application form for the following purposes:

- 1) Assess suitability of applicants for the applied job in SPD.
- 2) Carry out reference checks with my previous and current employers.

May we write to the following for a reference?

- a. Your present employer Yes No
- b. Your previous employer(s) Yes No

- 3) Retain my data (*only if I am employed by SPD*) for the below purposes:

- a. Data checks with institutions, accreditation agencies, professional societies/associations, institutions of tertiary education, licensing authorities;
- b. Application of work pass (if required) to Ministry of Manpower, and other reporting purposes for eg. WICA claims etc;
- c. Registration of license with professional institutions (if required);
- d. Submissions to government funding agencies for funding purposes.

I accept that the information will be treated with strictest confidence, and only be made available to the persons-in-charge for above-mentioned areas.

I hereby declare that all the information and particulars provided above to SPD are true and correct in all aspects and I have not willfully suppressed any material fact. I understand and accept that if any of the information given by me in this application is in any way false or incorrect, my application may be rejected, any offer of employment may be withdrawn, my employment with SPD may be terminated summarily or I may be dismissed from SPD.

Signature : _____

Date: _____