

EMPLOYMENT APPLICATION FORM

Please complete the form in block letters.

You may choose not to provide certain information below which you deem is private. However, please note that all information provided by you will be treated with strictest confidence.

Please attach recent photo

1. POSITION(S) APPLIED FOR (Please state in order of preference)

1)	2)
----	----

Position responded through Advertisement Agency : _____
 Recommendation Others : _____

2. PERSONAL PARTICULARS

NAME (Please underline surname) Mr / Mrs / Mdm / Ms *		CHINESE CHARACTERS	
ADDRESS		TEL NO. (Home)	
		(Office)	
		(Mobile)	
DATE OF BIRTH (DD/MM/YY) / /		AGE (last birthday)	ID/ PASSPORT/ FF NO.
PLACE OF BIRTH	CITIZENSHIP	RELIGION	DRIVING LICENCE Class 1 / 2 / 3 / 4
			DATE OF ISSUE (DD/MM/YY) / /
RACE	MARITAL STATUS Single / Married / Separated / Divorced / Widowed *		
GENDER M / F	BANK	BRANCH	ACCOUNT NO.

3. FAMILY PARTICULARS

RELATIONSHIP	NAME	DOB (DD/MM/YY)	GENDER (M/ F)	PASSPORT/ ID/ FF NO.	OCCUPATION
SPOUSE					
CHILD(REN)					
PARENTS					
SIBLINGS					

4. EDUCATIONAL DETAILS (Please attach copies of certificates)

SCHOOL / COLLEGE / POLYTECHNIC / UNIVERSITY	PERIOD OF ATTENDANCE		HIGHEST STANDARD OBTAINED
	FROM (DD/MM/YY)	TO (DD/MM/YY)	

5. PROFESSIONAL QUALIFICATIONS (Please attach copies of certificates)

PROFESSIONAL INSTITUTION	PERIOD OF ATTENDANCE		HIGHEST STANDARD OBTAINED
	FROM (DD/MM/YY)	TO (DD/MM/YY)	

6. OFFICE SKILLS

PC SOFTWARE	
-------------	--

7. LANGUAGES

WRITTEN	SPOKEN
---------	--------

8. EMPLOYMENT HISTORY (Start with your present job. Please attach relevant documents, if any.)

NAME OF COMPANY	LAST POSITION HELD
JOIN DATE (DD/MM/YY)	RESIGN DATE (DD/MM/YY)
STARTING SALARY	LAST DRAWN SALARY
DUTIES	REASON(S) FOR LEAVING
NAME OF COMPANY	LAST POSITION HELD
JOIN DATE (DD/MM/YY)	RESIGN DATE (DD/MM/YY)
STARTING SALARY	LAST DRAWN SALARY
DUTIES	REASON(S) FOR LEAVING
NAME OF COMPANY	LAST POSITION HELD
JOIN DATE (DD/MM/YY)	RESIGN DATE (DD/MM/YY)
STARTING SALARY	LAST DRAWN SALARY
DUTIES	REASON(S) FOR LEAVING

9. NATIONAL SERVICE RECORD

FULL TIME / PART TIME *	FROM (DD/MM/YY)	TO (DD/MM/YY)	VOCATION	UNIT	LAST RANK
RESERVE / RELEASED *	UNIT		NEW RANK	REASON(S) FOR EXEMPTION/ DEFERMENT	

10. MEDICAL HISTORY

ANY PHYSICAL DISABILITY YES / NO *
 If yes, please specify: _____

ANY MAJOR ILLNESS/ ACCIDENT IN THE LAST 6 MONTHS? YES / NO *
 If yes, please specify: _____

11. PROFESSIONAL/ SOCIAL MEMBERSHIP

ASSOCIATIONS/ CLUBS/ SOCIETIES	TYPE OF MEMBERSHIP	DATE JOINED (DD/MM/YY)	NO. OF YEARS

12. HOBBIES/ SPORTS

13. EMERGENCY CONTACT

NAME	RELATIONSHIP	CONTACT NO.
------	--------------	-------------

14. GENERAL INFORMATION

A) Have you ever been convicted for any crime? Yes / No *
 If yes, please give details: _____

B) Do you have any friend/ relative working in this Company? Yes / No *
 If yes, please give details: _____

C) Would you object to the Personnel Department contacting your present employer for reference? Yes / No *

D) Can you work overtime when necessary? Yes / No *

E) What is your expected salary? _____ F) What is your notice period of present job? _____

Any other information that you wish to give in support of your application?

I declare that the particulars given in this application and the attachments (if any) are true and correct to the best of my knowledge and understand that they will be non-returnable.

I understand that any omission or false statement made by me on this application will be sufficient ground for immediate termination.

Signature of applicant: _____ Date _____

FOR PERSONNEL ONLY

1st Interview By: _____ Date: _____

Comments: _____

Communication skills: Poor / Average / Good / Excellent

Interpersonal skills: Poor / Average / Good / Excellent

Interview rating: Poor / Average / Good / Excellent

Status: Offer / KIV / Reject

2nd Interview By: _____ Date: _____

Comments: _____

Communication skills: Poor / Average / Good / Excellent

Interpersonal skills: Poor / Average / Good / Excellent

Interview rating: Poor / Average / Good / Excellent

Status: Offer / KIV / Reject

Employment Type: Permanent / Contract / Temporary (months)

Designation: _____ Department Name/ Code: _____

Grade: _____ Location: _____

Basic Salary: _____ Allowance: Transport _____ Others: _____

Join Date: _____