



APPLICATION FOR EMPLOYMENT FORM

Please affix a recent passport size photograph here

INSTRUCTIONS

- 1 This form has been designed to provide us with the basic information for easy processing of your application for employment with us. It also serves as our personal record should you be employed.
- 2 If space in this application is insufficient, please attached an addendum.
- 3 All Sections should be completed. For items which are NOT APPLICABLE, please state "NA"

Post Applied :

PERSONAL PARTICULARS:

Full Name (as in NRIC) :	Mr / Ms / Mrs / Mdm		
Name in Chinese Characters (if applicable) :		Alias / Other Name (if any) :	
NRIC / Passport No. :		Marital Status :	Single / Married / Divorced / Widowed
Address :			
Contact No. :	(Home)	Contact No. :	(Mobile)
Place of Birth :		Colour of IC :	Pink / Blue
Date of Birth :		Nationality :	
Gender :	Male / Female	Race :	
Dialect Group :		Religion :	
Driving License :	Yes / No	Class :	2 / 2A / 2B / 3 / 4 / 5
Email Address :			
Current Salary :		Expected Salary :	
Date of Commencement :			

FAMILY PARTICULARS:

Give particulars of your immediate family members (use separate sheet if insufficient space)

Name	Age	Relationship	Occupation	Name of Employer

EMERGENCY CONTACT PERSON:

Name	Relationship	Contact No.:	(Home)
		Contact No.:	(Office)
		Contact No.:	(Mobile)
		Address:	

EDUCATIONAL PROFILE: - Attached photocopies of all academic certificates (including GCE 'N', 'O' and 'A' Levels)

Qualification	Institute / Country	Year Started	Year Ended	Full / Part Time

COMPUTER LITERACY & OTHER SKILLS: (Please indicate the software you are competent in)

Softwares / Skills	Level of Competency
	High / Moderate / Some Knowledge
	High / Moderate / Some Knowledge
	High / Moderate / Some Knowledge

EMPLOYMENT HISTORY - (In Chronological order) It is the policy of this company to carry out reference checks with previous companies but only after an applicant has commenced employment.

From (mm/yy)	To (mm/yy)	Company	Basic Salary (Last Drawn)	Reasons For Leaving

LANGUAGE PROFILE: (Please circle Good (G), Fair (F) or Poor (P))

Language / Dialect	Spoken	Written
	G / F / P	G / F / P
	G / F / P	G / F / P
	G / F / P	G / F / P
	G / F / P	G / F / P

PROFESSIONAL CLUB MEMBERSHIPS:

From (mm/yy)	To (mm/yy)	Association/Club/Society/Company	Position Held

HOBBIES / INTERESTS:

NATIONAL SERVICE: (if applicable)

Enlistment Date :		ORD Date :	
Service Status :	Full Time / Part Time / Deferred / Exempted	Vocation :	
Rank at ORD :		NS Status :	Active / Inactive
NS Unit :			
If exempted, state reason :			

ADDITIONAL INFORMATION: (Please check accordingly)

1. Do you have any obligation to your present company in terms of bond, study loans etc?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Do you suffer from any physical impairment or disease including mental illness, deafness, handicap etc?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Have you been dismissed or discharged from the service of any company?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Have you been convicted in a Court of Law in any country?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Have you been declared bankrupt?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Have you applied for any employment in SGH before?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. Do you have any relatives working in SGH?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

DECLARATION:

I declare that all information given herein are true and correct. I understand that a misrepresentation or omission of facts will be sufficient cause for cancellation of consideration for employment or dismissal from the Company's service if I have been employed.

I give my consent for the company to obtain and verify from or with any source, as you deem appropriate for the assessment of my application for employment. I understand that personal data and information disclosed above is for administrative purposes only.

Signature / Date

FOR HR / INTERVIEWER USE ONLY (Please tick accordingly)

Employee No.:		Department :		Employment Terms :	Permanent / Temporary
Job Title :		Cost Centre :		Date Joined :	
Job Grade :		Salary :		Allowance :	
Interview Date / Time :					
Interviewed by:					

APPROVED

	2 nd Interview
	Offer
	KIV

Action →

Approval For Hiring
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REJECTED

	High salary
	Experience not relevant
	Others:

Reasons →