

**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 / Pager)				
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	Home Tel No:
		Office Tel No:
		Mobile / Pager No:
		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	Last Drawn Salary	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.

\_\_\_\_\_  
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**

Action	→	2 <sup>nd</sup> Interview
		Offer
		KIV

**REJECTED**

Reasons	→	High salary
		Experience not relevant
		Others: