

JOB APPLICATION FORM

INSTRUCTIONS

- 1. The application form must be filled in accordance with the instructions on this form. FAILURE TO COMPLY WITH THE INSTRUCTIONS MAY SERIOUSLY AFFECT THE CONSIDERATION OF THE APPLICATION.
- 2. The Application Form must be duly completed and returned.
- 3. ONE TRUE COPY of each of your birth and education certificates (including transcripts) and testimonials (if any) must accompany the application; the originals should NOT be forwarded but must be produced later if required. If your originals have been misplaced, please obtain authenticated duplicates of certified true copies from the issuing authorities. All attachments to your application must bear your name.
- 4. False particulars or wilful suppression of materials facts will render you liable to disqualification, or dismissal, if appointed, and/or appropriate legal proceeding.

POSITION (S) APPLIED FOR				
POSITION RESPONDED THROUGH A	dvertisement		Agency 🗌 :	
Re	ecommended by	□	Others	
PERSONAL PARTICULARS				
FULL NAME AS IN NRIC (Underline surna	ame):		CHINESE CHARACTERS	
ADDRESS: (Residential)			PLACE OF BIRTH (optional): CITIZENSHIP (optional):	
NRIC / PASSPORT / FIN NO:			COLOUR: PINK / BLUE	
EMAIL ADDRESS:		CONTACT NO.:		
NS PERIOD (for male) DATE OF ENLIS	TMENT:		ORD:	
NS PERIOD: EXEMPTED / 2 /	2.5 yrs C	Others:		

FAMILY PARTICULARS – for administration purposes

NAME (as in NRIC / Passport)	NRIC / DOB	SCHOOL / COMPANY	OCCUPATION	RELATIONSHIP

EMERGENCY CONTACT

Name		Relationship
Address	Tel No.	
	HP No.	

Attach a recent passport-size

photograph

WHAT ARE YOUR CAREER ASPIRATIONS AND WHY DO YOU WANT TO JOIN THE PUBLIC SERVICE?

WORK EXPERIENCE/SCHOOL ATTACHMENT/INTERNSHIP

PER	IOD	NO.			BASIC SALAR	Y PER MTH (\$)		
FROM	TO	OF	NAME OF COMPANY	DESIGNATION		LAST	ALLOWANCES	REASONS FOR
(DD/MM/YY)	(DD/MM/YY)	YRS		Designation	STARTING	DRAWN	& BONUS	LEAVING
						(Optional)		

ACADEMIC QUALIFICATIONS - TERTIARY/NON TERTIARY (Please attach copies of certificates)

		PERIOD		
QUALIFICATION(S) / CERTIFICATE(S) OBTAINED	INSTITUTION	FROM (DD/MM/YY)	TO (DD/MM/YY)	

RESEARCH & PUBLICATIONS (including Thesis, Master's & Doctoral Research)

TITLE	JOURNAL	DATE PUBLISHED

SCHOLARSHIP / FELLOWSHIP / BURSARY / GRANT AWARDED

NAME OF AWARD	INSTITUTION & COUNTRY	DURATION & YEAR	FIELD OF SPECIALIZATION

MEMBERSHIP OF SOCIETIES, CLUBS AND ASSOCIATIONS

ASSOCIATIONS / CLUBS / SOCIETIES	TYPE OF MEMBERSHIP	POSITION	DATE JOINED	PERIOD

LANGUAGE ABILITIES

SPOKEN	
WRITTEN	

OFFICE SKILLS

PC SOFTWARE	MS WORD /	EXCEL / POWE	RPOINT / AC	CCESS			
TYPING SPEED		WPM	OTHERS				
EXPECTED REMUNE	RATION:						
EARLIEST AVAILABLI	E DATE:						
CAN WE MAKE REFERENCE TO YOUR PREVIOUS / PRESENT EMPLOYER(S)? Yes No							
If no, please indicate	e reason:						

CHARACTER REFEREES

Name two persons (Relatives should not be included), their addresses, telephone numbers, occupations and the period each have known you. In the case of fresh graduates applying for the post of Science Educator (Life Sciences / Physical Sciences/ Technology & Creativity), they should submit the name of an Academic Instructor from the College / University as one of the character referees.

Name		Name		
Address	Tel No.	Address	Tel No.	
Employer	Occupation	Employer	Occupation	
Email Add.	Year(s) Known	Email Add.	Year(s) Known	

OTHER INFORMATION

1.	Do you have any existing medical condition, physical impairment or substance dependence? (Dependence on alcohol, drugs, etc, excluding prescription by a certified medical professional)?	Yes 🗌 No 🗌
2.	Do you have existing criminal record(s) in Singapore or overseas (excluding parking offences or spent records)?	Yes 🗆 No 🗆
3.	Have you been charged with any offence in a court of law in Singapore or in any other country for which the outcome is pending (excluding parking offences)?	Yes 🗌 No 🗌
4.	Are you currently under police investigations in Singapore or overseas?	Yes 🗌 No 🗌
5.	Are you an undischarged bankrupt or do you have any outstanding unsecured debts?	Yes 🗌 No 🗌
6.	Do you have intention to apply for foreign citizenship/permanent residence within the next one year?	Yes 🗌 No 🗌
7.	Have you broken any bond, left an employer without serving your period of moral obligatory service or are currently serving any bond or moral obligatory service (e.g. bonds associated with scholarships or obligatory service related to training awards or no-pay leave, etc)?	Yes 🗌 No 🗌
If y	you answered "Yes" to any of the questions, please provide details:	

DECLARATION

- 1) I hereby give my consent to the relevant Government agencies to:
 - (a) Obtain and verify information from or with any source (including third parties) as may be deemed appropriate by the relevant Government agency for the purposes of assessing my application for employment.
 - (b) Share my personal data set out in this application form with other Government agencies for the purposes of recruitment and review of recruitment practices and for it to be also used as part of de-identified and aggregated data for reporting purposes.
- 2) I declare that all the information given by me in this application for employment and any additional documents attached hereto are true to the best of my knowledge and that I have not wilfully suppressed any material fact. I 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 or my employment with the Service may be terminated summarily or I may be dismissed from the Service.

By signing below, I hereby certify that I have read and understood all the clauses above and that I agree to all of them.

Signature of Applicant			Date	
FOR OFFICIAL USE ONLY				
The interviewing panel's r	recommendation(s) is/are:			
🗌 Offer 🗌 KIV	Not shortlisted, Reason:	Reco	mmended for other position	
WITNESSED BY:				
NAME	DESIGNATION	SIGNATURE	DATE	