

**JOB APPLICATION FORM**

- 1) All parts are to be completed, do not leave any blank. If not applicable, you may fill as 'NA' or 'NIL'
- 2) Relevant copies of certificates, testimonials, references should be attached

PHOTO

POST APPLIED FOR	
Period of notice required by current employer:	Current Basic Salary : S\$ Minimum Expected Salary : S\$

PERSONAL DATA			
Name (As in NRIC)	Chinese Character	NRIC / Passport	Sex* Male / Female
Address		Contact Numbers Home : Office : Pager / Mobile Phone: Email :	
Date of birth	Age	Place of birth	Citizenship
Race / Dialect :		Religion :	
For foreigners, please circle if PR status: Yes / No If yes, PR since _____ (DDMMYY)			
Languages / Dialects (In order of strength): Written:			
Spoken:			

FAMILY DATA			
Marital status : * Single / Married / Divorced / Widowed / Others (Please specify):			
Name of spouse (if married)	Age	NRIC / Passport	Citizenship
Occupation	Contact Number	Employer	
Number of children (if any):			
Name		Sex	Date of Birth
Parents & siblings			
Father's name & Date of Birth :	Occupation:	Employer:	
Mother's name & Date of Birth :	Occupation:	Employer:	
No. of brothers:	No. of sisters:	Ranking in family:	
Father in law's name :		Date of Birth :	
Mother in law's name :		Date of Birth :	
Names of relatives who are currently committee members &/or employees of Children's Society (if any):			

* Delete where applicable

Nov 2014

QUALIFICATION			
Primary School:	From	To	Highest level attained:
Secondary School:	From	To	Highest level attained and Grades of each subject:
Certificate Attached/Forwarded? (Yes / No)			
Post Secondary School:	From	To	Highest level attained/Grades
Tertiary institution:	From	To	Highest level attained:
State scholarships, awards or other professional qualification (years) obtained:			

ECA/CCA RECORDS (attach separate sheet if space is insufficient)	
Type of activities:	Level of involvement:

SPECIAL INTERESTS	
Sports / Games:	Hobbies / voluntary works:

PROFESSIONAL MEMBERSHIP	
Name of organisation:	Position held:

NATIONAL SERVICE RECORD (Male applicants only)			
Serial Number	Highest rank attained	Date of enlistment	Run out date
Are you subjected to reservist training? * Y / N		Branch of service	
If exempted from NS, please state reasons:			

* Delete where applicable

Nov 2014

EMPLOYMENT HISTORY <i>(Please start from the top box with the most recent job)</i>			
Period employed		From:	To:
Most recent employer	Designation	Reason for leaving	Last Drawn Basic Salary
Period employed		From:	To:
Employer	Designation	Reason for leaving	Last Drawn Basic Salary
Period employed		From:	To:
Employer	Designation	Reason for leaving	Last Drawn Basic Salary
Period employed		From:	To:
Employer	Designation	Reason for leaving	Last Drawn Basic Salary
Period employed		From:	To:
Employer	Designation	Reason for leaving	Last Drawn Basic Salary
Period employed		From:	To:
Employer	Designation	Reason for leaving	Last Drawn Basic Salary
Period employed		From:	To:
Employer	Designation	Reason for leaving	Last Drawn Basic Salary

GENERAL INFORMATION		
Blood Group	Physical disability (if any)	Major illnesses (if any)
1) Have you ever been convicted in a court of law in any country?		Y / N
2) Have you ever been detained by the police or any government ministry (other than for traffic violations or misdemeanors)?		Y / N
3) Have you ever been dismissed or discharged from services from any organisation?		Y / N
4) Are you serving any bond with your present employer?		Y / N
5) Have you previously applied for employment with Singapore Children's Society?		Y / N
6) Have you ever been declared bankrupt?		Y / N
If any of the answers for the above is yes (Y), please provide details:		
Do you have a valid driving license?		Y / N
Specify Driving Licence Class : _____		

* Delete where applicable

Nov 2014

REFEREES	
1) Name	Occupation & place of work
Address	Contact numbers
2) Name	Occupation & place of work
Address	Contact numbers

By providing Singapore Children’s Society the above mentioned referee details, I acknowledge and agree to SCS contacting the referees as well as my former employers for evaluative purposes.

By providing the information set out in this form, I agree and consent to Singapore Children’s Society, as well as its representatives and agents (collectively, “SCS”) collecting, using, disclosing and sharing amongst themselves my personal data provided above as well as in the records of SCS from time to time, and disclosing such personal data to SCS’s authorised service providers, and relevant third parties for purposes reasonably required by SCS to process my employment application and assess my suitability for the position which I am applying for, and if I am offered employment by SCS, to administer, manage and terminate my employment relationship with SCS.

Further where I have submitted the personal data of third parties to SCS, I confirm that I have obtained the consent of these third party individuals for the collection, use and disclosure of their personal data to SCS for the same purposes described above.

By signing the below, I declare that all information given is true to the best of my knowledge and I hereby consent to have my name and particulars sent to MSF for security screening and agree that in the event if my present employment application is not successful, SCS may retain and use my personal data so that SCS may (but shall not be obliged to) consider me as a candidate for future appointments. I acknowledge that if any part is found to be false, I will be disqualified, or, if already appointed, it will result in my dismissal.

Signature: _____

Date: _____



FOR OFFICIAL USE ONLY

NAME OF INTERVIEWERS		INTERVIEWER/S REMARKS
1)		
2)		
3)		
4)		
5)		
OVERALL RATING 1-10 (10 being the highest) Please circle 1 2 3 4 5 6 7 8 9 10		SELECTED <input type="checkbox"/> KIV <input type="checkbox"/> REJECTED <input type="checkbox"/>
CENTRE	DATE JOINED	SALARY OFFERED (Per Month)
JOB GRADE	 Approved By : Executive Director

* Delete where applicable