



APPLICATION FOR EMPLOYMENT

A. POSITON APPLIED FOR

Are you prepared to consider posts other than the one which you have listed above? *Yes / No

Passport – sized
Photograph

B. PERSONAL PARTICULARS

1. (Name as in NRIC or passport)

First Name:

Family Name/Surname

2. Marital Status:

3. Singapore Permanent Resident/Citizen:

Date PR attained:

4. NRIC / FIN:

Note: Please attach a photocopy of your NRIC /FIN/Passport

5. Current type of pass or will be required:
(If you are non-Singaporean)

6. Present Citizenship:

7. Date of Birth:

8. Gender:

9. Address (Permanent):

10. Address (Mailing):

11. Tel No: (Home)

(Office)

(Mobile)

12. Email Address (if any) :



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C. PROFESSIONAL AND EDUCATIONAL SUMMARY

1. Highest Educational Qualification:
2. Other Relevant Qualifications (TESOL/ACTA etc):
3. * Last/Current Employer:

D. LATEST / HIGHEST EDUCATION QUALIFICATION

Was it a part-time/full-time degree? Institution attended:

| Course Studied: | | Year: | |
|-----------------|-------|---------|-------|
| Subject | Grade | Subject | Grade |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

E. SPECIAL SKILLS (e.g. Computer applications, musical abilities)

Please list below:

| |
|--|
| |
| |
| |

F. BONDS

If you have signed a bond with any other organisation, please complete this portion.

| Sponsoring Organisation | Duration of Bond | |
|-------------------------|------------------|-----------|
| | From (year) | To (year) |
| | | |
| | | |



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G. MEMBERSHIPS & OTHER EDUCATIONAL CERTIFICATES FOR TRAINING UNDERTAKEN OR CURRENTLY PURSUING

| Commencement date | Completion date | Description |
|-------------------|-----------------|-------------|
| | | |
| | | |
| | | |

H. NATIONAL SERVICE (MALE APPLICANTS ONLY)

| Date of Enlistment | Operationally - Ready Date | Rank | Organisation: SAF / SPF / SCDF | PES Grading |
|--------------------|----------------------------|------|--------------------------------|-------------|
| | | | | |

If you have not served NS, please state reason for exemption / deferment / not serving:

I. LANGUAGE PROFICIENCY

| Written & Spoken | Spoken Only |
|------------------|-------------|
| | |
| | |

J. PREVIOUS & PRESENT EMPLOYMENT (LIST MOST RECENT EMPLOYMENT FIRST)

| | | | | |
|-------------------------|-----------|-------------|---------------------------------|--------------------|
| Company Name & Address: | | | | |
| From (date) | To (date) | Designation | Brief Description of job duties | Reason for leaving |
| | | | | |
| Company Name & Address: | | | | |
| From (date) | To (date) | Designation | Brief Description of job duties | Reason for leaving |
| | | | | |



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Company Name & Address:

| From (date) | To (date) | Designation | Brief Description of job duties | Reason for leaving |
|----------------|--------------|-------------|---------------------------------|--------------------|
| | | | | |

Current / Last Basic Salary:

Any allowances: * If 'Yes', state monthly amount & type:

Expected Basic Salary:

How soon can you begin work?

K. PARTICULARS OF DEPENDENT(S) IF EP REQUIRED

| Name | Relationship | Age | Occupation |
|------|--------------|-----|------------|
| | | | |
| | | | |
| | | | |
| | | | |

L. CONTACT IN CASE OF EMERGENCY

| Name | Relationship | Contact Number |
|------|--------------|----------------|
| | | |



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M. CHARACTER REFEREES

Please provide particulars of two persons who are not related to you and former employees. They should be responsible persons who know you well with regard to your character and work performance. Both referees should be gainfully employed.

| | | | |
|------------|-------------|------------|-------------|
| Name | Tel No: | Name | Tel No: |
| Address | | Address | |
| Occupation | Years Known | Occupation | Years Known |

N. PLEASE ANSWER THE FOLLOWING QUESTIONS BY DELETING 'YES' OR 'NO' AS APPROPRIATE. FOR ANY 'YES' ANSWERS, PLEASE PROVIDE DOCUMENTARY EVIDENCE

| | | | | |
|--|-------------|----------|--------|--|
| 1. Have you ever been convicted in a court of law in any country? If yes, list below (All incidents MUST be listed) | | | | |
| Date | Disposition | Location | Charge | |
| | | | | |
| 2. Have you been charged with any offence in a court of law in any country for which the outcome is not yet known? | | | | |
| 4. Have you ever broken any bond (e.g. bonds associated with scholarship or training awards)? | | | | |

O. MEDICAL HISTORY

Please tick (✓) the appropriate box. If 'Yes', please give details below

| | | | |
|---|--|----------------------------|--|
| Type of Illness | | Type of Illness | |
| 1. Mental illness | | 5. HIV / AIDS | |
| 2. Epilepsy | | 6. Asthma | |
| 3. Tuberculosis | | 7. Back problems | |
| 4. Hepatitis B Carrier | | 8. Others (please specify) | |
| Details: | | | |
| Are you currently on medication? Please give details: | | | |



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P. BANK DETAILS (To be filled later upon confirmation).

| |
|--------------------------|
| 1. Name of bank: |
| 2. Bank account number: |
| 3. Name on bank account: |

I confirm the above bank account number and payee name are correct.

Signature of
Applicant

Note: Any false particulars given or wilful suppression of material facts by applicant will disqualify them for appointment, and if appointed, will lead to immediate dismissal

DECLARATION

I give my consent for CA International College Pte Ltd to obtain and verify information from or with any source, as deemed appropriate for my application for employment.

I declare that the information in this application for employment and any sheets attached hereto are true to the best of my knowledge and 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, I may be disqualified from employment or dismissed from service.

Signature of Applicant

Date



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PLEASE TELL US IN WRITING (150 – 250 WORDS)

Your personal goals and aims:

How do you think you can contribute to the company?:

For Official Use:

Selected

Not Selected

KIV

Remarks: _____