

## Employment Application Form

Post applied for (Please specify) : \_\_\_\_\_

How did you get to know us? Newspaper / Agency / Job Portal / Referral / Others:

Expected Salary S(\$): \_\_\_\_\_

### PERSONAL PARTICULARS

Name (Mr/Miss/Mdm/Dr) <i>Please Underline Surname</i> :		
Nationality:	Tick <input type="checkbox"/> if you are Singapore Permanent Resident (S'PR)	(Email Address)
Contact No.: (Home)	(Mobile)	Overseas Contact No.
Local Address:		

### CURRENT OR PREVIOUS SINGAPORE EMPLOYMENT (if applicable)

Work Pass Type: Employment Pass / S Pass / Work Permit / Others	Work Pass FIN No.:
If others, please indicate:	

### LANGUAGES ABILITY (Include dialects spoken)

Spoken:	Level of Proficiency	Written:	Level of Proficiency
<b>English</b>	* Excellent / Good / Elementary	<b>English</b>	* Excellent / Good / Elementary
	* Excellent / Good / Elementary		* Excellent / Good / Elementary
	* Excellent / Good / Elementary		* Excellent / Good / Elementary

### IT SKILLS

Type of Software	Level of Proficiency
	* Excellent / Good / Elementary
	* Excellent / Good / Elementary
	* Excellent / Good / Elementary

### EDUCATIONAL QUALIFICATION (Inclusive of Part Time Courses)

*Start with highest educational qualification*

Name of School, College, University, etc	From (mm/yy)	To (mm/yy)	Qualifications Obtained	Country

**OTHER TRAINING (S) / COURSE (S) ATTENDED**

Name of Institution	From (mm/yy)	To (mm/yy)	Qualifications / Certificate Obtained	Country

**EMPLOYMENT HISTORY (Current)**

Name of Employer :	Nature of Business :
Period of Employment (from MM/YY to MM/YY):	
Last Position Held:	
Major Duties and Responsibilities:	
Last Drawn Basic Salary : S\$ /mth	Allowance (if any):
Bonus Component (if any): mth(s)	
Reasons for leaving the present job :	
Period of notice to the present employer :	

**List in brief the remaining jobs held during your years of employment (Start with most recent):-**

Name of Company	Position	Period of Employment (from MM/YY to MM/YY)	Last Drawn Salary (S\$)

**REFERENCES**

(Please note that the Company may contact the company/ individuals given below for references check before and/or upon your acceptance of employment)

**Employment References from past and present employment**

<b>1. Name of referee (Mr/Ms/Mdm/Dr):</b>	Years Known:
Company:	Email:
Designation:	Tel No.:
<b>2. Name of referee (Mr/Ms/Mdm/Dr):</b>	Years Known:
Company:	Email:
Designation:	Tel No.:

**FURTHER INFORMATION**

Do you have any relative(s) working with our Company or related Mun Siong Group of Companies? If yes, please list their names & occupations.	Yes / No
Have you ever been interviewed by our company or related Mun Siong Group of Companies? If yes, please state date, position applied for and outcome.	Yes / No
Have you any active business undertaking? If yes, please provide details.	Yes / No
Do you possess a Driving Licence? If yes, please state class type and issuing authority.	Yes / No

**DECLARATION**

I give my consent to the Company to collect and use my personal data in this application form for the purpose of evaluating my application for employment. In the event that my application is found to be unsuitable or employment has ceased, I give my consent to the Company to possess my personal data, for any business or legal needs, for the next three months after my last application/ employment date. Otherwise, I may request for withdrawal of my consent by writing in to the Data Protection Officer (DPO).

I hereby declare that the particulars given by me in this application for employment and the attached sheets are true to the best of my knowledge and belief, 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 incorrect or untrue, partially or wholly, I shall be disqualified from employment or dismissed from service without notice or compensation.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date