

JOB APPLICATION FORM

COMPLETION OF APPLICATION FORM

1. All sections of the form must be completed by filling in the blank spaces. If any section does not apply to you, please put NA
2. 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.

APPLICATION INFORMATION					
Position Applied For				Expected Salary	
Where did you get to know about this vacancy?					
PERSONAL INFORMATION					
Applicant's name (As in NRIC/Passport)				Preferred Name	
Residential status	<input type="checkbox"/> Singaporean <input type="checkbox"/> PR <input type="checkbox"/> Foreigner			NRIC/FIN	
Nationality				Gender	
Date of Birth				Religion	
Highest Qualification				No. of Years of Working Experience	
Passport No.				Place & Date of Issue	
Singapore Address				Postal Code	
Overseas Address (For Foreigners only)					
CONTACT INFORMATION					
Complete Address:					
Contact Number:			Email Address		
PERSON TO CONTACT IN CASE OF EMERGENCY					
Name				Relationship	
Address					
Mobile No.			Home Tel. No.		
Office Tel. No.			Email address		
FAMILY PARTICULARS					
Name	Relationship	Nationality	Age	Occupation	Company
EDUCATIONAL PROFILE					
Name of School / Institution / Country	From (DD-MM-YY)	To (DD-MM-YY)	Course	Highest Qualification	

OTHER COURSES CURRENTLY PURSUING

Course	Start Date	Expected year of completion

EMPLOYMENT HISTORY

From (DD/YY)	To (DD/YY)	Company & Country	Position	Last Withdrawn Salary	Other allowances	Reason for Leaving

ADDITIONAL INFORMATION
 (e.g. Membership of club, Professional body)

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DECLARATION

1. Have you been or are you suffering from any disease/major medical condition/mental illness or physical impairment? If yes, please give details: _____	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Have you been discharged or dismissed from the service of your previous employers? If yes, please give details: _____	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. Have you been convicted in a Court of law in any country or any ongoing legal proceedings? If yes, please give details: _____	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. Have you been served with a Garnishee Order by any organisation or been declared a bankrupt? If yes, please give details: _____	<input type="checkbox"/> YES <input type="checkbox"/> NO
5. Have you any relatives and/or friends who have worked or are working in HFSE International School? If yes, please give details: _____	<input type="checkbox"/> YES <input type="checkbox"/> NO

CHARACTER REFERENCES

Name	Email Address	Contact No.	Occupation & Company	Relationship to Applicant	Years Known

- ☐ I hereby declare that all the particulars given herein are true and correct, and I have not willfully suppressed any material fact.
- ☐ I hereby give consent to collection, use and disclosure of my personal data by the company for the purpose of the processing and administration by the company relating to this attached job application.

Applicant Name: _____

Signature: _____

Date: _____

FOR SUCCESSFUL APPLICANTS	
1. Document submission and verification	a. NRIC/FIN b. Passport c. Transcript of records d. Diploma/Completion Certificates e. Employment Certificate f. References details
2. Job Offer	Issued: _____ Signed: _____ On-Boarding date: _____

For unsuccessful candidates, HR must send notification.

Notification Date: _____