HFSE INTERNATIONAL SCHOOL

HFSE Global Education Group
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PEI Registration No. 201541283N Registration Period: 26 March 2025 - 25 March 2029

JOB APPLICATION FORM

COMPLETION OF APPLICATION FORM

1. All sections of the form must be completed by filing 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	☐ Singaporean ☐ PR ☐ Foreigner *If you are a foreigner, please specify the type of Singapore pass you are holding:* _____	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From (DD/YY)	To (DD/YY)	Company & Country	Position	Last Withdrawn Salary	Other allowances	Reason for Leaving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)

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: _____	☐ YES ☐ NO
2. Have you been discharged or dismissed from the service of your previous employers? If yes, please give details: _____	☐ YES ☐ NO
3. Have you been convicted in a Court of law in any country or any ongoing legal proceedings? If yes, please give details: _____	☐ YES ☐ NO
4. Have you been served with a Garnishee Order by any organisation or been declared a bankrupt? If yes, please give details: _____	☐ YES ☐ NO
5. Have you any relatives and/or friends who have worked or are working in HFSE International School? If yes, please give details: _____	☐ YES ☐ 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: _____