

Employment Application Form

Position Applied		Part Time / Full Time	
-------------------------	--	------------------------------	--

1. Personal Information

Full Name (as in NRIC) *Mr. / Ms / Mrs. / Mdm / Dr			
Home Address (Singapore)			
NRIC No		Date of Birth	
Age		Sex	Male / Female
Country of Birth			
Nationality (Passport)		Race	
Residential Status in Singapore			
Marital Status		Single / Married / Others	
Telephone (Res)		Office	
		H/P	
Email			
Have you applied before?	Yes / No	Date of previous Application	
Currently working/Name of Organisation	Yes / No		
Do you have Approval to work in Singapore	Yes / No		

2. Academic Qualifications

Please list qualifications attained in chronological order. We would like documents to support your statement below:

S/N	Name of Institution (State country of study)	From (dd-mm-yy)	To (dd-mm-yy)	Qualification Attained (State class of honors) (if applicable)	Field / Discipline
1					
2					
3					
4					
5					
6					
7					

2. Professional Qualifications

Please list qualifications attained in chronological order. We would like documents to support your statement below:

S/N	Name of Institution (State country of study)	From (dd-mm-yy)	To (dd-mm-yy)	Qualification Attained State class of honours (if applicable)	Field / Discipline
1					
2					
3					
4					
5					
6					

3. Your Current/Previous Job

Name of Employer*		Designation	
Date of Commencement*		Monthly Gross Salary Range*	

4. Your Past Employment Record

Please list past employment in chronological order.

S/N	From (dd-mm-yy)	To (dd-mm-yy)	Name of Organization	Level/s Taught	Position Held
1					
2					
3					
4					
5					

5. Family Particulars

S/N	Name	Relationship	Occupation	Place of Occupation
1				
2				
3				
4				

CONTACT PERSON/NEXT-OF-KIN (In case of emergency)		
Name	Relationship	Contact Number

6. Language Proficiency						
Language /Dialect	Spoken			Writing		
	Poor	Fair	Fluent	Poor	Fair	Fluent

7. Computer Literacy Proficiency (Please state the application software and indicate proficiency level with "x")			
Application Software	Basic	Intermediate	Advanced

8. Your Interests (Extracurricular/Cocurricular Activities)		
S/N	Activity	Attainment Level
1		
2		
3		

9. YOUR REFEREES (excluding relatives)						
S/N	Full Name	Name of Company	Designation	Contact No	Relationship	Years Known
1						
2						
3						
4						

10. YOUR DECLARATION

I declare that

1. the particulars given in this application are true and correct and that I have not willfully suppressed any material fact
2. I have never been convicted on a criminal charge

I further understand that any willful act on my part in withholding information or making false statement in this Employment Application is in itself sufficient ground for dismissal from the company.

By signing this Application, I agree that G I G may collect, use and disclose my personal data, as provided in this form for purposes of processing and administering this application in accordance with the Personal Data Protection Act 2012.

Signature

Date (dd-mm-yy)