

# Application for Employment (Company Name) – HRmatters21

**PHOTO**

Post applied for : \_\_\_\_\_  
 Salary Expected : \_\_\_\_\_ Earliest date to start employment \_\_\_\_\_

## I PERSONAL DETAILS (please fill up all boxes)

Full Name \*Mr/Mrs \_\_\_\_\_ Place of birth \_\_\_\_\_  
 Aliases (if any) \_\_\_\_\_ Date of birth \_\_\_\_\_  
 Address \_\_\_\_\_ Citizenship \_\_\_\_\_  
 \_\_\_\_\_ NRIC No. \_\_\_\_\_  
 \_\_\_\_\_ Religion \_\_\_\_\_  
 Tel No. Office : \_\_\_\_\_ Home: \_\_\_\_\_ Dialect Group \_\_\_\_\_  
 Pager : \_\_\_\_\_ Handphone : \_\_\_\_\_ Passport No. (if non-Citizen) \_\_\_\_\_  
 Marital Status \*Single/Married/Divorced/Widowed/Separated Date/Place of Issue \_\_\_\_\_  
 Possess Driving Licence  Yes  No CPF No. \_\_\_\_\_

## II FAMILY PARTICULARS (Please include all family members, including married ones)

| Name | Relationship | Age | Occupation | Place of Occupation |
|------|--------------|-----|------------|---------------------|
|      | Father       |     |            |                     |
|      | Mother       |     |            |                     |
|      |              |     |            |                     |
|      |              |     |            |                     |
|      |              |     |            |                     |
|      |              |     |            |                     |
|      |              |     |            |                     |
|      |              |     |            |                     |
|      |              |     |            |                     |

If in case of emergency

Person to contact \_\_\_\_\_ Contact No \_\_\_\_\_

Address \_\_\_\_\_

\*Please delete whichever is not applicable

| III EDUCATION (Please attach all relevant certificates) |       |    |                         |       |
|---|-------|----|-------------------------|-------|
| NAME OF SCHOOL  | From  | To | Highest Standard Passed |       |
| PRIMARY   |       |    |                         |       |
| SECONDARY   |       |    |                         |       |
| PRE-UNIVERSITY  |       |    |                         |       |
| UNIVERSITY  |       |    |                         |       |
| POLYTECHNIC   |       |    |                         |       |
| VOCATIONAL  |       |    |                         |       |
| PROFESSIONAL INSTITUTE                                  |       |    |                         |       |
| OTHERS  |       |    |                         |       |
| PART-TIME COURSES STUDIED NOW                           |       |    |                         |       |
| PART-TIME COURSES WHICH YOU INTEND TO STUDY             |       |    |                         |       |
| MERIT AWARD RECEIVED                                    | Type: |    |                         | Year: |

| IV EMPLOYMENT HISTORY (Please attach all relevant testimonials) |                      |      |    |              |           |
|---|----------------------|------|----|--------------|-----------|
| NAME OF COMPANY (Begin with Present Employer)                   | Position Held        | From | To | Basic Salary | Allowance |
|   |                      |      |    |              |           |
|   | Job Responsibilities |      |    |              |           |
|   | Reason for Leaving:  |      |    |              |           |
|   |                      |      |    |              |           |
|   | Job Responsibilities |      |    |              |           |
|   | Reason for Leaving:  |      |    |              |           |
|   |                      |      |    |              |           |
|   | Job Responsibilities |      |    |              |           |
|   | Reason for Leaving:  |      |    |              |           |
|   |                      |      |    |              |           |
|   | Job Responsibilities |      |    |              |           |
|   | Reason for Leaving:  |      |    |              |           |

Have you worked in this Company before?  Yes  No

If "Yes" provide the following details.

Date joined : \_\_\_\_\_ Position : \_\_\_\_\_

Department : \_\_\_\_\_ Last Drawn Salary: \_\_\_\_\_

Have you been terminated/dismissed/suspended from the service of any employer?  Yes  No

If yes, please give details : \_\_\_\_\_

| V PERSONAL REFERENCE |             |            |                    |
|----------------------|-------------|------------|--------------------|
| Name                 | Contact No. | Profession | Years Known to you |
|                      |             |            |                    |
|                      |             |            |                    |

**VI NATIONAL SERVICE** (Please attach discharge certificate, if any)

1. Have you completed N.S.?  Yes  No  Full-time  Part-time
2. If yes, state: Date Joined \_\_\_\_\_  
Date Left \_\_\_\_\_  
Rank in N.S. \_\_\_\_\_  
Vocation in N.S. \_\_\_\_\_  
Next Reservist date \_\_\_\_\_
3. If No, when are you due for N.S.? \_\_\_\_\_
4. If you are exempted from N.S., state reasons. \_\_\_\_\_

**VII ACTIVITIES**

1. Of what Associations/Societies were/are you a member?

| In School/Institute/Elsewhere | Position Held | Approximate Dates |
|-------------------------------|---------------|-------------------|
|                               |               |                   |
|                               |               |                   |
|                               |               |                   |
|                               |               |                   |

2. Present hobbies/interests/sports : \_\_\_\_\_

**VIII GENERAL**

1. Languages/Dialects written/spoken? \_\_\_\_\_
2. Are you suffering from any illness/disease? \_\_\_\_\_
3. Are you on any medication? \_\_\_\_\_
4. Physical disabilities or handicaps suffered: \_\_\_\_\_
5. Have you ever been convicted of a criminal offence?  Yes  No  
If Yes, give details \_\_\_\_\_
6. Have you been a member of any Employee Union?  Yes  No  
If Yes, state rank \_\_\_\_\_
7. Have you any relatives/friends you know in our employ?  Yes  No  
If Yes, give details \_\_\_\_\_

**IX How Did You Get To Know About This Vacancy?**

- Advertisement  Employee Referral  Friends
- Hotel walk-in  Agency Referral  Others (Please Specify) \_\_\_\_\_
- Campus Recruitment  Vendor Referral \_\_\_\_\_

I declare that to the best of my knowledge, the particulars provided are true and I hereby give my consent to the company to check my employment records with my previous employers. I am aware that any false or misleading statements made by me will be cause for dismissal if employed.

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

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY – Score points**

| SELECTION CRITERIA   |   | ASSESSMENT    |   |              |   | ASSESSMENT     |   |                |   |
|--|---|---------------|---|--------------|---|----------------|---|----------------|---|
|  |   | By _____      |   |              |   | By _____       |   |                |   |
|  |   | A             | B | C            | D | A              | B | C              | D |
| 1. EDUCATION   |   |               |   |              |   |                |   |                |   |
| 2. EXPERIENCE  | MANAGEMENT ASPECT   |               |   |              |   |                |   |                |   |
|  | TECHNICAL ASPECT  |               |   |              |   |                |   |                |   |
| 3. COMMUNICATION ABILITY   | VERBAL  |               |   |              |   |                |   |                |   |
|  | WRITTEN   |               |   |              |   |                |   |                |   |
| 4. LEADERSHIP MATURITY   | (Ability to lead & influence others)                                  |               |   |              |   |                |   |                |   |
| 5. INTELLECTUAL CAPACITY   | (Ability to reason & analyse things logically from broad perspective) |               |   |              |   |                |   |                |   |
| 6. PERSONAL QUALITIES  | Appearance  |               |   |              |   |                |   |                |   |
|  | Confidence  |               |   |              |   |                |   |                |   |
|  | Practical & down-to-earth   |               |   |              |   |                |   |                |   |
|  | Drive/vigour  |               |   |              |   |                |   |                |   |
|  | Alertness   |               |   |              |   |                |   |                |   |
|  | Teamworker  |               |   |              |   |                |   |                |   |
|  | Friendliness  |               |   |              |   |                |   |                |   |
|  | Integrity/Frankness   |               |   |              |   |                |   |                |   |
| 7. GENERAL KNOWLEDGE   |   |               |   |              |   |                |   |                |   |
| 8. OTHER NEGATIVE TRAITS OBSERVED OF APPLICANT WHICH WILL POSE AN EMPLOYMENT RISK IF HE IS HIRED |   |               |   |              |   |                |   |                |   |
| 9. OTHER POSITIVE ATTRIBUTES OBSERVED OF APPLICANT   |   |               |   |              |   |                |   |                |   |
| 10. OVERALL RATING   |   |               |   |              |   |                |   |                |   |
| RATING   |   | A-OUTSTANDING |   | B-ACCEPTABLE |   | C-QUESTIONABLE |   | D-UNACCEPTABLE |   |
| <input type="checkbox"/> Hirable <input type="checkbox"/> KIV <input type="checkbox"/> Reject    |   |               |   |              |   |                |   |                |   |
| This Application to be reviewed by :   |   | _____         |   |              |   |                |   |                |   |
| _____  |   | _____         |   |              |   |                |   |                |   |
| Interviewer(s)   |   | Date          |   |              |   |                |   |                |   |

| (To Be Completed By Hiring Supervisor)  | (To Be Completed By HR Dept)   |
|---|--|
| <input type="checkbox"/> Perm. Hire <input type="checkbox"/> Temp. Hire<br><br><input type="checkbox"/> Contract <input type="checkbox"/> Part-time | Emp No : _____<br>Shift : _____<br>Dept : _____<br>Bank A/C No : _____<br>Salary Offered : _____ YRE : _____<br>Date of Hire : _____ |
| Emp No : _____<br>Dept : _____<br>Supervisor Name : _____<br><br>_____<br>Signature / Date  | _____<br>Signature / Date  |