

EMPLOYMENT APPLICATION FORM
Strictly Confidential

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here

*Delete where applicable

POSITION APPLIED FOR:	DATE APPLIED:
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PERSONAL PARTICULARS

Full Name (as in NRIC): *Dr/ Mr/ Miss/ Mrs/ Mdm (Underline surname)		Name in Chinese Characters: (if applicable)
Home Address:	Gender: *F / M	Marital Status: *Single / Married / Divorced / Widowed
Citizenship: *Singaporean / PR/ Others (pis specify)	Date of Birth:	Age:
Home Tel:	NRIC / Passport No.:	Colour of NRIC: *Pink / Blue
Mobile No.:	Place of Birth:	Dialect Group:
Email Address:	Race:	Religion:
Driving License: Class *2 / 3 / 4 / Nil/ Other Date of Issue: (dd mm yy)	Completed National Service: *Yes / No / Exempted / Not liable:	

FAMILY DETAILS

Name	Age	Relationship	Occupation	Employer's Name

EMERGENCY CONTACTS

Name	Address	Relationship	Home Tel	Office Tel	Mobile
1)					
2)					

EDUCATIONAL DETAILS (Please complete in chronological order)

Year Graduated	School / Institution / College / University	Highest Qualification Obtained (Grade / Degree)

OTHER ACADEMIC OR PROFESSIONAL QUALIFICATIONS

Year Graduated	Institution Attended	Certification Attained

PROFESSIONAL MEMBERSHIP

Date Admitted	Name of Professional Body	Membership Position

LANGUAGE ABILITY (Include dialects spoken)

Spoken	Level of Proficiency	Written	Level of Proficiency
	*Basic / Average / Good		*Basic / Average / Good
	*Basic / Average / Good		*Basic / Average / Good
	*Basic / Average / Good		*Basic / Average / Good
	*Basic / Average / Good		*Basic / Average / Good

CO-CURRICULAR ACTIVITIES / INTERESTS / VOLUNTEER EXPERIENCE

Year	School / Organization / Group	Description of Activity

EMPLOYMENT HISTORY

Name of *Current / Last Employer:	Major Duties & Responsibilities *Perm / Contract / Part-time	From dd mm yy	To dd mm yy
Address of Company:		/ /	/ /
Job Title / Dept:		Basic Salary:	
Name of Supervisor / Job Title:		Transport:	
Reasons for Leaving:		Meal/Shift:	
		Others:	
		AWS:	
		Bonus, if any:	

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Job Title / Dept:		Basic Salary:	
Name of Supervisor / Job Title:		Transport:	
Reasons for Leaving:		Meal/Shift:	
		Others:	
		AWS:	
		Bonus, if any:	

**Please print / use additional sheets if space provided is insufficient for full employment history.

REFERENCES

Please give particulars of two references who are not your family members or relatives.

Name	
Relationship and Years known	
Job Title / Position	
Name of Company	
Telephone	(Home) (Office)

Name	
Relationship and Years known	
Job Title / Position	
Name of Company	
Telephone	(Home) (Office)

OTHER INFORMATION

Have you previously been employed by Dextrans Worldwide Group of companies? If yes, please provide details.	*Yes / No
Do you have any friends, family members or relatives working at Dextrans Worldwide Group of companies? If yes, please provide details.	*Yes / No
Have you ever suffered, or are suffering from any medical condition, illness, disease, mental illness or physical impairment? If yes, please provide details.	*Yes / No
Have you ever been dismissed or discharged from the service of past employers? If yes, please provide details.	*Yes / No
Have you ever been convicted in a court of law in any country? If yes, please state details of offence committed.	*Yes / No
Have you been charged with any offence in a court of law in Singapore or in any other country for which the outcome is pending (excluding parking offences)? If yes, please state details.	*Yes / No
Have you been or are you under any financial embarrassment i.e. (a) bankruptcy, (b) a judgement debtor, (c) have unsecured debts and liabilities of more than 3 months of last-drawn pay, (d) have signed a promissory note or an acknowledgement of indebtedness? If yes, please state details.	*Yes / No
Are you currently serving any bond? If yes, please provide details.	*Yes / No
How did you learn of this vacancy? *Newspaper job ad / Website / Walk-in / Referrals from relatives or friends / others, please specify _____	

Expected Salary: S\$ _____	Notice Period Required: _____	Earliest Start Date: _____
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APPLICANT'S DECLARATION

I declare that the information I have provided in this application form is, to the best of my knowledge and belief, correct and complete. I understand that any false or wilfully suppressed information will render my application null and void; and if appointed, I agree that my appointment shall be terminated.

Applicant's Signature

Date

FOR OFFICIAL USE: INTERVIEWER'S ASSESSMENT

<p>1. <u>Education</u> <input type="checkbox"/> Outstanding <input type="checkbox"/> Average <input type="checkbox"/> Fair / Poor</p> <p>2. <u>Work Experience</u> <input type="checkbox"/> Relevant to position applied <input type="checkbox"/> Some relevance to position applied <input type="checkbox"/> Not relevant to position applied</p> <p>3. <u>Job Knowledge and Skills</u> <input type="checkbox"/> Exceeds job requirement <input type="checkbox"/> Meets job requirement <input type="checkbox"/> Does not meet job requirement</p> <p>4. <u>Familiarity with PC</u> <input type="checkbox"/> Very good with PC knowledge and skills <input type="checkbox"/> Have some PC knowledge <input type="checkbox"/> No PC knowledge</p> <p>5. <u>Communication</u> <input type="checkbox"/> Able to express very well <input type="checkbox"/> Can express well <input type="checkbox"/> Cannot express well</p> <p>6. <u>Personal Grooming</u> <input type="checkbox"/> Smart <input type="checkbox"/> Neat <input type="checkbox"/> Sloppy</p>	<p>7. <u>Manners</u> <input type="checkbox"/> Very well mannered <input type="checkbox"/> Courteous and tactful <input type="checkbox"/> Blunt and tactless</p> <p>8. <u>Maturity</u> <input type="checkbox"/> Outstanding personality <input type="checkbox"/> Mature <input type="checkbox"/> Immature</p> <p>9. <u>Self-Confidence</u> <input type="checkbox"/> Very self-assured <input type="checkbox"/> Confident <input type="checkbox"/> Nervous / Shy</p> <p>10. <u>Mental Alertness</u> <input type="checkbox"/> Very quick and alert <input type="checkbox"/> Acceptable <input type="checkbox"/> Unalert</p> <p>11. <u>Enthusiasm</u> <input type="checkbox"/> Shows very keen interest in the job <input type="checkbox"/> Expressed adequate interest <input type="checkbox"/> Uninterested</p> <p>12. <u>Ambition</u> <input type="checkbox"/> Very ambitious <input type="checkbox"/> Clear and realistic career goals <input type="checkbox"/> No career objectives</p>
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Interviewer's recommendation:

Offer employment, proposed start date: _____
 Keep in View
 Rejected

Interviewer's comments:

Name of Interviewer: _____ **Signature:** _____ **Date:** _____

FOR OFFICIAL USE ONLY

Designation	Department
Date Joined	Name of Immediate Supervisor
Probation Period	Basic Salary
Bank Account No.	Bank Branch
Remarks:	