



APPLICATION FOR EMPLOYMENT FORM

INSTRUCTIONS

1. 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.
2. All relevant parts of this application form must be completed and in the applicant's own handwriting.
3. If space in this application is insufficient, please attach an addendum.
4. St Francis Methodist School reserves the right to terminate the employment of the applicant if any of the particulars supplied by the applicant in this application form is found to be untrue after engagement.

**Please affix
a recent
passport size
photograph**

Post Applied for :

Note: If applying for teaching position, please state subjects you can teach _____

I. PERSONAL PARTICULARS

Name (as in NRIC, please underline surname) :			
Name in Chinese characters (if applicable) :		Marital Status : Single/Married/Divorced/Widowed	
NRIC/Passport No :	Singapore IC : Yes / No	Color Of IC : Pink / Blue	
Place Of Birth :	Date Of Birth :	Sex : Male / Female	
Nationality :	Singapore PR : Yes / No	Religion :	Race :
Address & Contact Telephone Number in Singapore			
House/Block No : _____		Street Name : _____	
Unit No : _____		Building Name : _____ S ()	
Telephone No : _____ (Home)		_____ (Office) _____ (Mobile)	
E-mail Address: _____			
Driving License : Class 2 / 2A / 2B / 3 / 4 / 5			
Overseas Address & Contact Telephone Number (If you are not a Singapore Citizen or permanent resident) :			
Address :			
Telephone No :			

II. NATIONAL SERVICE (if applicable)

Enlistment Date :	ORD :
Service Status : Part-time/Full Time/Deferred/Exempted	Vocation :
Rank at ORD :	Current Rank :
NS Unit :	NS Status : Active / Inactive
If exempted, state reason :	



III. FAMILY PARTICULARS: MARRIED APPLICANT: Give details of spouse and children; **SINGLE APPLICANT:** Give details of parents and siblings. If space is insufficient, please provide the information on a separate sheet of paper..

Name	Relationship	Nationality	Date of Birth	Occupation	Company

IV. CONTACT PERSON / NEXT-OF-KIN – In case of emergency

Name :	Relationship :
Address (if different from address in Section 1)	
House/Block No : _____ Street Name : _____	
Unit No : _____ Building Name : _____ S ()	
Contact : Telephone No : _____ (Home) _____ (Office) _____ (Mobile)	

V. EDUCATIONAL PROFILE – Attach photocopies of all academic certificates (including GCE 'N', 'O' and 'A' levels)

Qualification	Institution / Country	Year Commenced	Year Completed	Part-time / Full Time

VI. OTHER COURSES CURRENTLY PURSUING

From (mm/yy)	Expected Date Of Completion (mm/yy)	Name of Course*	Institution

*Please attach partial results if available

VII. SCHOLARSHIPS / AWARDS

Year Of Award	Description

**VIII. COMPUTER LITERACY & OTHER SKILLS**

Please indicate the software you are competent in:

IX. EMPLOYMENT HISTORY– Start with your latest or present company

From (mm/yy)	To (mm/yy)	Company / Country	Position	Monthly Basic Salary	Allowances (if any)	Bonus (mths)	Reasons For Leaving
/	/						
/	/						
/	/						
/	/						
/	/						
/	/						
/	/						
/	/						

X. LANGUAGE PROFILE

Please circle Good (G), Fair (F) or Poor (P)

Language	Spoken	Written	Language	Spoken	Written
English	G / F / P	G / F / P	Malay	G / F / P	G / F / P
Chinese	G / F / P	G / F / P	Tamil	G / F / P	G / F / P
Dialect (please specify) :	G / F / P	G / F / P	Others (please specify) :	G / F / P	G / F / P
1. _____	G / F / P	G / F / P	1. _____	G / F / P	G / F / P
2. _____	G / F / P	G / F / P	2. _____	G / F / P	G / F / P

XI. REFERENCES

Please list 2 referees (preferably those whom you have worked with)

Name	Occupation	Company	Contact No	Relationship

XII. HOBBIES / INTERESTS / GAMES

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**XIII. ADDITIONAL INFORMATION**

1. What is your expected salary?	\$
2. What length of notice is required by your current employer?	
3. Have you been or are you suffering from any disease / illness / major medical condition / mental disorder or physical impairment?	Yes/ No
4. Have you been discharged or dismissed from the service of your previous employers?	Yes/ No
5. Have you been convicted in a court of law in any country?	Yes/ No
6. Have you ever been served with a Garnishee Order by any organisation or been declared a bankrupt?	Yes/ No
If your answer to any of the above is yes, please give details in the space provided. (If space is insufficient, please continue on an attachment.)	

XIV. DECLARATION

I declare that all information given herein are true and correct. I understand that a misrepresentation or omission of facts will be sufficient cause for cancellation of consideration for employment or dismissal from the Company's service if I have been employed.

Signature / Date

XV. FOR HR USE

Position Title: _____ **Position is:** New / Replacement (replacing _____)

Salary: Basic : _____ Allowances (if any) : _____ **Start Date:** _____ **Type:** Regular / Part Time/ Contract

Interviewed by :

	Interviewed By	Date	Recommendation/Remarks
1 st			Reject/ Shortlist
2 nd			Reject/ Shortlist

Approved by (HR Director) _____