

APPLICATION FOR EMPLOYMENT

Position applying for (Teaching Position): _____

PERSONAL PARTICULARS

Full Name as in NRIC: _____ Preferred Name (Mr / Mdm / Ms / Miss): _____ Address: _____ Contact Number: (Mobile) _____ (Home): _____ Email: _____	Please attach a recent photo
NRIC: _____ Date of Birth: _____ Age (last birthday): _____ Gender: _____ Marital Status: _____ Place of Birth: _____ Race: _____ Religion: _____ Nationality: _____ Citizenship: _____ PR Start Date (if applicable): _____ National Service Status: _____ Physical disability (if any): _____	

EDUCATION

Level	Name of School / Institution	From	To	Highest Qualification
Primary				
Secondary				
Pre U/JC				
Tertiary				
Post-graduate				
Others				

CCA (undertaken as student)

Secondary	
JC	
Tertiary	

MEMBERSHIP OF PROFESSIONAL / OTHER SOCIETIES

1.	
2.	
3.	
4.	
5.	

LANGUAGES (please tick)

Language / Dialect	Speak			Write		
	Good	Fair	Poor	Good	Fair	Poor

EMPLOYMENT HISTORY

(In chronological order starting with first employment. Explain any inactivity between employments.)

From (mmm/yyyy)	To (mmm/yyyy)	Name of Employer	Last Position Held	Last Monthly Salary	Last Annual Salary	Reasons For Leaving

NIE Training

CS 1	
CS 2	

SUBJECTS TAUGHT *(last 5 years)*

Subject	Level	Stream	From (mmm/yyyy)	To (mmm/yyyy)

CCA DUTIES *(as a teacher)*

Name of CCA	From (yyyy)	To (yyyy)	Name of CCA	From (yyyy)	To (yyyy)

FAMILY INFORMATION

Relation	Name	Employer	Occupation
Spouse			
Father			
Mother			
Brother / Sister			

Names of Children	Sex	Age

REFERENCES

List two references (preferably employment-related). Relatives and friends should not be included.

Name	Relation	Years Known	Present Designation & Company	Contact No. & Email address
				Mobile: Email:
				Mobile: Email:

GENERAL INFORMATION

Have you previously applied to this school for employment? _____

Do you have any interest or share in any company or business? _____

Do you have any relative employed by this school? If so, please state name, position & relationship.

Have you ever been convicted for a criminal offence? If so, please give details.

Please state salary expected for position applied: _____

Please state earliest available date for employment: _____

DECLARATION

I certify that the information given by me is true and correct and further declare that the information contained herein form an integral part of the contract if I am employed by the school. I understand that misrepresentation or omission of facts is reason for dismissal without notification.

Signature of Applicant

Date
HR: August 2019

FOR OFFICIAL USE ONLY

First Interview

Interviewed by : _____ Date: _____

Comments: _____

Second Interview

Interviewed by : _____ Date: _____

Comments: _____

Reference Check

Name of Referee: _____

Comments: _____

Checked by: _____ Date: _____

Recommendation: Suitable Not Suitable Keep in View

Recommended by: _____ Date: _____

Contract Details

Position Selected For: _____ Department: _____

Start Date: _____ Probation Period: _____

Incremental Month: _____ Contract Period: _____

Salary Scale: _____ Termination Notice: _____

Salary Start Point: _____

Remarks: _____

Proposed by: _____ Date: _____

Approved by: _____ Date: _____