

# APPLICATION FOR EMPLOYMENT

recent photograph

## **Position Applied :**

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. If space in this application is insufficient, please attach an addendum.
- 4. SingHaiyi Group 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.

#### PERSONAL PARTICULARS

Name:		Name (in Chinese characters):		
Address:		NRIC:	Colour: Pink/ Blue	
		Passport:	Mobile:	
Postal Code:		Email:		
Date of Birth:	Gender: Male/ Female	Religion:	Race:	
Singapore PR: Yes/No	Date:	Place of Birth:	Nationality:	
National Service (if applicable): ORD:	Completed / Exempted NS Status: Active/ Inactive	Emergency Contact (name, r	elationship & mobile):	
Leisure Interest :				

**COVID-19 VACCINATION STATUS**: (Please provide a copy of your COVID-19 Vaccination Report) Fully Vaccinated: Yes/ No

#### FAMILY PARTICULARS (spouse, children, parents & siblings)

Name	Relationship	Age	Occupation	Name of Employer/School

## EDUCATIONAL BACKGROUND (primary, secondary, tertiary & professional)

Institution/ Country	Qualification Bachelor of Accountancy	From	То
e.g. Nanyang Technological University (SIN)	Bachelor of Accountancy	1990	1994

# LANGUAGE PROFICIENCY

(Please circle Good, Fair or Poor)

Language	Spoken	Written
English	G/ F/ P	G/ F/ P
Chinese	G/ F/ P	G/ F/ P

### **COMPUTER LITERACY**

(Please circle Advanced, Intermediate or Beginner)

Word	A/ I/ B
Excel	A/ I/ B
PowerPoint	A/ I/ B
Photoshop	A/ I/ B (Not familiar)
Video-editing	A/ I/ B (Not familiar)

### EMPLOYMENT HISTORY (start with your latest/ present company).

It is the policy of this Company to carry out reference checks with previous companies.

Company/ Country	Position	From	То	Salary
1)				
	Reason for Leaving:			
Brief Description of Job Duties				
2)				
,	Reason for Leaving:	1		
Brief Description of Job Duties				
3)				
5)	Reason for Leaving:			
	Todoon for Loaving.			
Brief Description of Job Duties				
4)	Decceptor Lecuing			
	Reason for Leaving:			
Brief Description of Job Duties				
5)				
	Reason for Leaving:			
Brief Description of Job Duties				

## DATE OF AVAILABILITY & EXPECTED SALARY

If selected for the position, when can you start work? Expected Salary :

#### **REFERENCES** (please do not include relatives)

Name:	Company:	Job Title:	
Email:		Mobile:	Years Known:
Name:	Company:	Job Title:	
Email:		Mobile:	Years Known:

#### ADDITIONAL INFORMATION

Do you have any relatives or friends who are employed by SingHaiyi Group?	Yes / No
Have you suffered or are you suffering from any mental disorder, physical or serious illness?	Yes / No
Have you ever been dismissed from the service of your previous employer?	Yes / No
Have you ever been convicted in a court of law in any country?	Yes / No
Have you ever been served with a bankruptcy proceeding or been declared a bankrupt?	Yes / No
Do you have any share in any business undertaking other than that in a public-listed company?	Yes / No
Are you holding any directorship or related appointment in any company?	Yes / No

If "yes", please elaborate

### DECLARATION

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/references given. I accept that if any of the information given by me in this application is in any way false or incorrect, the Company shall have the right to terminate my employment without notice and without giving any reason.

Signature

Date

### **CONSENT FOR JOB APPLICATION / EMPLOYMENT**

I acknowledge that I consent to the collection, use and/or disclosure of my personal data for the purpose of job application. In the event that SingHaiyi Group has received my job application or personal data from any third party, I confirm that the third party has been duly authorised by me to disclose my personal data to you for the same purpose.

Signature

Date

Version: 002 Version Date: 28/3/2022