# Job Application Form

Recent photo please

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Position applied for:** | | | |  | | | Found position from: | | | | | |  | | | |
| Name in NRIC/Passport: | | | |  | | | NRIC / Passport No.\*: | | | | | |  | | | |
| Name Chinese characters: | | | |  | | | | | Hanyu Pinyin: | | | |  | | | |
| Home address: | |  | | | | | | | | | Mobile: | |  | | | |
|  | |  | | | | | | | | | Email: |  | | | | |
| Gender: | Male / Female | | | Race: |  | Nationality: | | | |  | | | Singapore PR: | | | Yes / No |
| Marital status | | Single Married Separated Divorced Widowed | | | | | | | | | | | Birth date: | |  | |
| Languages/dialects: | | |  | | | | | | | | | | | | | |
| Religion: |  | | | | | Member of: | | | |  | | | | | | |
| Driving license | | Class 1 2 2A 2B 3 3A 4 5 | | | | | | Do you own a vehicle? | | | | | |  | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Family information** | | | | | |
| **Name** | **Gender** | **Relationship** | **Birthdate** | **Company/School** | **Occupation** |
|  | M / F | Spouse |  |  |  |
|  | M / F | Father |  |  |  |
|  | M / F | Mother |  |  |  |
|  | M / F |  |  |  |  |
|  | M / F |  |  |  |  |
|  | M / F |  |  |  |  |
|  | M / F |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Academic qualifications** | | | |
| **Period** (mm-yyyy to mm-yyyy) | **School / Institution** | **Course / major** | **Highest level obtained** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Employment history** | | | | | | | | | | | | | | |
| Employment status: | | | | | Retired Self-employed Unemployed Employed | | | | | | | | | |
| Name of employer/company: | | | | | |  | | | | | Position: | |  | |
| Office address: | | | |  | | | | | | | Tel (O): | |  | |
|  | | | |  | | | | | | |  | |  | |
| **Period** | | | **Company** | | | | **Position** | | | **Salary** | | **Reason for leaving** | | |
|  | | |  | | | |  | | |  | |  | | |
|  | | |  | | | |  | | |  | |  | | |
|  | | |  | | | |  | | |  | |  | | |
|  | | |  | | | |  | | |  | |  | | |
|  | | |  | | | |  | | |  | |  | | |
| **Referees** (Please provide 2) | | | | | | | | | | | | | | |
| Name: |  | | | | | | | Title: |  | | | | Relationship: |  |
| Address: | |  | | | | | | | | | Mobile: | |  | |
|  | | | | | | | | | | | Email: |  | | |
|  | | | | | | | | | | | | | | |
| Name: |  | | | | | | | Title: |  | | | | Relationship: |  |
| Address: | |  | | | | | | | | | Mobile: | |  | |
|  | | | | | | | | | | | Email: |  | | |
|  | | | | | | | | | | | | | | |
| **Emergency contact** | | | | | | | | | | | | | | |
| Name: |  | | | | | | | Title: |  | | | | Relationship: |  |
| Address: | |  | | | | | | | | | Mobile: | |  | |
|  | | | | | | | | | | | Email: |  | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **General** | | | | | |
| 1 Do you have any disability or medical condition that will affect your performance? | | | | Yes / No | If yes please elaborate: |
|  | | | | | |
|  | | | | | |
|  | | | | | |
| 2 Have you been convicted of any crime in a court of law here or elsewhere? | | | | Yes / No | If yes please elaborate: |
|  | | | | | |
|  | | | | | |
|  | | | | | |
| I fully understand and agree that the personal information which I have provided may be disclosed to other agencies or individuals for the purposes of  (a) evaluating your suitability for involvement and/or employment with C3;  (b) record keeping, storage & audit.  I trust that the information will be used strictly for the purposes stated. I agree for C3 to contact me for purposes relating to C3 programmes, services and activities and maintaining the ongoing involvement with C3.  Non mandatory declaration (but may limit deployment)  I declare that I have not been convicted in any court of law for any criminal act and have not been reprimanded, suspended, ex-communicated or dismissed from any organization for sexual misconduct, harassment, inappropriate behaviour or behaviour prejudicial to that organization or the community.  I declare that the particulars given in this form and any other documents submitted (if any) are true and correct to the best of my knowledge. I understand that any omission or false statements made by me in this application will be sufficient grounds for immediate termination. | | | | | |
| Signature: |  | Date: |  | | |
|  | |  | | | |
| Please mail or fax completed form to | | | | | |
| Human resource  Calvary Community Care  147 Potong Pasir Avenue 1 #02-83 Singapore 350147 | | | | | |
| Phone: 6281 1866 • Fax: 6281 1867 • Email: care@calvary.org.sg | | | | | |

Note: \*Required only when shortlisted for interview