



Nanyang

Group of Companies

EMPLOYMENT APPLICATION

INSTRUCTIONS

1. Please complete this application form in your own handwriting.
If the information requested is not applicable, please mark "NA" in the space provided. If a space is insufficient, please use a separate sheet of paper.
2. Copies of educational certificates, NS certificate and testimonials (if any) should be attached to this form.
3. Submit the completed form to:
Director, Human Resource
Nanyang Group of Companies Pte Ltd
111 North Bridge Road, #27-01/02
Singapore 179098

Paste
Photograph
Here

Please delete accordingly where there is an asterisk*

Position(s) applied for:

Have you applied for a position here before? **YES / NO** If yes, when?

Type of employment requested: **FULL TIME | PART TIME | TEMPORARY | SUMMER***

Summarize any other special skills or qualifications:

1. PERSONAL PARTICULARS

| | | |
|--|----------------------------------|------------------------------------|
| Name (Underline surname, state aliases if any) | | Chinese Characters (if applicable) |
| Home Address/Postal address* | | Telephone No. (R) |
| | | (O) |
| | | (HP/Pgr*) |
| Date of Birth/Age | Country of Birth | Citizenship |
| | | Permanent Resident Yes/No/NA* |
| Race | Dialect Group | NRIC No./Passport No. |
| Sex | Marital Status | Religion |
| | Single/Married/Divorced/Widowed* | |

2. NATIONAL SERVICE (Applicable for male citizen of Singapore and Permanent Resident)

| | | |
|-----------------------------------|------------|-----------------------------|
| Type of Service | NSF status | NSF Rank, Vocation and Unit |
| SAF / RSAF / RSN / Police / SCDF* | | |
| NSF Performance | NS status | NS Rank, Vocation and Unit |

3. EDUCATION

List of tertiary, secondary & primary schools / institutions attended.
Enclose a copy each of your certificates & examination results.

| School / Institution | Date Joined | Date Left | Highest Standard Passed |
|----------------------|-------------|-----------|-------------------------|
| | | | |
| | | | |
| | | | |
| | | | |

Other academic / professional qualifications / memberships. If you have not yet taken any examination, state the type of examination and when you expect to take it.

| Qualifications / Memberships | Institution / Country | Year |
|------------------------------|-----------------------|------|
| | | |
| | | |

Scholarships / Bursaries / Awards

Give details of scholarships, bursaries or awards you presently hold or have held. State basis of award (e.g. financial, merit, etc).

| Scholarship / Bursary / Award | Value | Duration | Condition / Basis of Award |
|-------------------------------|-------|----------|----------------------------|
| | | | |
| | | | |

4. LANGUAGE / DIALECT PROFICIENCY (Please indicate good, average or poor)

| | |
|---------|--|
| Spoken | |
| Written | |

5. CO-CURRICULAR ACTIVITIES

| Type | Level of Involvement (e.g. position held, level of participation such as inter-school or national level) | Year of Participation |
|--|--|-----------------------|
| Sports / Games / Club / Society | | |
| Uniform Group / School Leadership (e.g. Prefectorial Board, School Council, etc.) | | |
| Community / Voluntary Service / Other Activities (Debates, essays / art competitions, quizzes, campaigns, forums, seminars, etc.) | | |

6. HOBBIES AND RECREATIONAL ACTIVITIES

| |
|--|
| |
|--|

7. EMPLOYMENT HISTORY (start with your present job)

| | | |
|-----------------------------|----|---------------------|
| Name of Employer | | |
| From | To | Position |
| Monthly Salary | | Annual Salary # |
| Brief Description of Duties | | Reasons for Leaving |
| Name of Employer | | |
| From | To | Position |
| Monthly Salary | | Annual Salary # |
| Brief Description of Duties | | Reasons for Leaving |
| Name of Employer | | |
| From | To | Position |
| Monthly Salary | | Annual Salary # |
| Brief Description of Duties | | Reasons for Leaving |

If you have other working experience, please indicate company name(s), date(s) of employment and designation(s).

| |
|--|
| |
|--|

including fixed & variable bonuses, if any. Indicate no. of mths of fixed & variable bonuses as well.

8. SKILLS PROFICIENCY

| | |
|--|--|
| (to be completed by candidates for secretarial and clerical posts). | |
| Do you operate any office machine? Yes / No * If so, name them | Do you know any software package? Yes / No * If so, name them |

9. EXPECTED SALARY

| |
|---|
| (Indicate monthly and annual salary expected) |
| Monthly: _____ Annual: _____ |

10. COMMENCEMENT DATE

| |
|---|
| (How soon can you commence employment after being offered employment) |
|---|

11. CHARACTER REFEREES

| | | |
|---|---|--------------|
| Give particulars of two persons who know you well with regard to your character and work performance. One of these should know you in an official capacity, preferably as your superior in some previous employment. Names of relatives should not be given as referees. | | |
| Name (Mr/Mrs/Miss/Mdm)* | | |
| Address | Tel No. (O): | Tel No. (H): |
| Occupation & Company | Relationship Colleague / Supervisor / Friend * | Years Known |
| Name (Mr/Mrs/Miss/Mdm)* | | |
| Address | Tel No. (O): | Tel No. (H): |
| Occupation & Company | Relationship Colleague / Supervisor / Friend * | Years Known |

12. OTHER INFORMATIONS

| Please answer the following questions by ticking the relevant boxes. If your answer is "yes" to any question, please provide details. | | | | | | | | | |
|---|--|--------------------------------------|-----------|--|-----------------------------------|--------------------------------------|--|---|---------------------------------|
| | | Yes | No | | | | | | |
| 1 | Have you been or are you suffering from any physical impairment or disease? | | | | | | | | |
| 2 | Have you ever been convicted in a court of law in any country? | | | | | | | | |
| 3 | Have you ever been discharged or dismissed from the service of any organisation (including any government department or statutory board)? | | | | | | | | |
| 4 | Have you previously applied for employment with this Company? If "yes", please state date of application, position applied for and outcome. | | | | | | | | |
| 5 | Do you suffer from any pecuniary embarrassment? If "yes", please give details. | | | | | | | | |
| 6 | Do you have any relatives currently working in this Company? If "yes", please state names. | | | | | | | | |
| 7 | You know of this vacancy through: <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Advertisement <input type="checkbox"/></td> <td style="width: 33%;">Referral <input type="checkbox"/></td> <td style="width: 33%;">Unsolicited <input type="checkbox"/></td> </tr> <tr> <td>Friend / Relative Employed by Co. <input type="checkbox"/></td> <td>Recruitment Agency <input type="checkbox"/></td> <td>Others <input type="checkbox"/></td> </tr> </table> | | | Advertisement <input type="checkbox"/> | Referral <input type="checkbox"/> | Unsolicited <input type="checkbox"/> | Friend / Relative Employed by Co. <input type="checkbox"/> | Recruitment Agency <input type="checkbox"/> | Others <input type="checkbox"/> |
| Advertisement <input type="checkbox"/> | Referral <input type="checkbox"/> | Unsolicited <input type="checkbox"/> | | | | | | | |
| Friend / Relative Employed by Co. <input type="checkbox"/> | Recruitment Agency <input type="checkbox"/> | Others <input type="checkbox"/> | | | | | | | |

13. DECLARATION

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

I hereby authorize the company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and association from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with our without prior notice, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative.

 Signature of Applicant

 Date