**Employment Application Form**

**Instructions**

1. This form provides basic information for easy processing of your application for employment with us. It also serves as our personal record should you be employed. Your personal information will be kept strictly confidential.
2. All relevant parts of this application form must be completed.

|  |  |
| --- | --- |
| **Post Applied for:**  |   |

**A. PERSONAL PARTICULARS**

|  |  |
| --- | --- |
| **Name (as in NRIC, Surname in Capitals):**  |   |
| **Address & Contact Telephone Number in Singapore:**  |
| **Block No:**  |   | **Street:**  |   |
| **Unit No**  |   | **Postal Code:**  |   |
| **Telephone No:**  | **Mobile:**  |   | **Office:**  |   | **Home:**  |   |
| **Email Address:**  |   |

**B. EDUCATIONAL PROFILE / RELEVANT PROFESSIONAL QUALIFICATIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualification**  | **Institution**  | **Year Commenced**  | **Year Completed**  | **Part-time/Full Time**  |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |

**C. LANGUAGE PROFICIENCY & ADDITIONAL SKILLS (Please indicate the software you are competent in)**

|  |
| --- |
| **Language Proficiency**  |
|   | Basic Moderate Average Fluent Native  |
|   | Basic Moderate Average Fluent Native  |
|   | Basic Moderate Average Fluent Native  |
| **Additional skills and qualifications acquired from employment or other experiences:**  |
|   |

**D. EMPLOYMENT HISTORY – Start with your latest /present company.  Enclose testimonials if available.**

**NB:  It is the policy of FOCUS ON THE FAMILY SINGAPORE LTD to carry out reference checks.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **From (dd/mm/yy)**  | **To (dd/mm/yy)**  | **Company/Country**  | **Position**  | **Monthly Basic Salary (S$)**  | **Reason for Leaving**  |
|   |   |     |    |   |   |
|   |   |     |   |   |   |
|   |   |     |   |   |   |
|   |   |     |   |   |   |

**E. REFERENCES - List those familiar with your job performance, personal characteristics and have known you for at least one year.  Do not list relatives. By listing these references (work contacts preferred), you have obtained their consent that we can contact them for verification purposes, where needed.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name**  | **Years Known**  | **Relationship**  | **Organisation**  | **City/State**  | **Contact No.**  |
|     |   |   |   |   |   |
|     |   |   |   |   |   |

**F. Personal Information Consent**

|  |
| --- |
| **Personal Data Protection Act (PDPA)**  |
| ***In relation to the PDPA, we would like to seek your consent for the following:***  |
| 1. **I hereby give my consent for the usage of my personal data in:**
 |
| Any matters related to employment Publicity materials including social media, photographs and video  |

**G. ADDITIONAL INFORMATION**

|  |  |
| --- | --- |
| 1. **What is your expected salary?**

  | **S$**  |
| 1. **What length of notice is required by your current employer?**

  |    |

**H. ADDITIONAL** QUESTIONS

|  |
| --- |
| **To help us get to know you better, please kindly answer each question fully.**  |
| 1. **Please tell us a little more about yourself (personality, strengths, weaknesses, working style, activities in your free time etc) and why are you considering joining Focus on the Family Singapore Ltd?**

    |
| 1. **Could you elaborate if you have any experience in Family Life Education in the area of Youth / Marriage/ Parenting/ Work-Life Integration?**

     |
| 1. **What kinds of tasks do you find most fulfilling and Why?**

      |
| 1. **Describe what you would consider as your most frustrating experience in life thus far.**

  |

**DECLARATION**

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

|  |  |  |
| --- | --- | --- |
|    |   |   |
| **Name** | **Signature** | **Date** |

  **Important Note:**

1. **Please remember to save the document with your name.**
2. **You may leave the “Signature” blank if you do not have an e-signature.**
3. **Send the saved document to** **hr@family.org.sg****.**

**FOR OFFICIAL USE**

|  |  |
| --- | --- |
| **Applicant to replace or to fill a new position:**  | **Replace                               New position**  |
| **Appointment:**  |    | **Starting Salary:**  |   | **Type of Employment :**  | **Full-time** **Part-time** **Temporary/ Contract**  |
| **Salary Range:**  |    | **Date of Commencement:**  |   |
|        **Approved by Chief** **Date (dd/mm/yy)**  |        **Approved by CEO/COO** **Date (dd/mm/yy)**  |        **Acknowledged by HR** **Date (dd/mm/yy)**  |

**Thank You**