



**EMPLOYMENT APPLICATION FORM**

**POSITION APPLIED FOR :**  
(In order of preference)

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**ALL APPLICATIONS WILL BE KEPT PRIVATE & CONFIDENTIAL**

Please read and understand before completing it.

1. This form should be typed or written in the application's handwriting in CAPITAL letter and signed by him/her and returned with a recent passport-size photograph.
2. Copies of any academic certificates/testimonials should be attached to this form. The originals should be produced at time of interview.
3. **If after employment, it is found that a false declaration has been entered, or information has been wilfully suppressed, the Company reserves the rights to terminate the employee's service without notice.**

**PERSONAL PARTICULARS**

Name (underline surname) : *Mr/Mrs/Madam/Miss :		Chinese Characters : (if applicable)
Address in Singapore :		Telephone No : (Home) (Office)
Permanent Home Address : (non-citizen)		
NRIC No. :	Date of Birth :	Marital Status :
Citizen :	Country of Birth :	Dialect Group :
Blood Group :	Religion :	Height/Weight m./ kg.
*Work Permit/Employment Pass : Ref. No. : Date of Issue :	Passport No. : Type :	Driver's License No. : Motor Vehicle No. :

\*DELETE IF NECESSARY

CONT'D ...2/-

**FAMILY PARTICULARS (Spouse, Children, etc)**

Name	Relationship	Age	Place of Work

\*Attach another sheet if space is insufficient

**EDUCATION / ACADEMIC QUALIFICATIONS**

School/University/Professional Institute	Country	From	To	Highest Standard Passed/Certificate/Degree/Professional Qualification/Award
Quality-related Course(s) attended :				
Other Knowledge				

**EMPLOYMENT HISTORY (Include temporary work, start with your present job & work back to your list)**

From	To	Name and Address of Employer	Position Held	Monthly Salary	Reasons for Leaving
Brief description of present duties :					
Expected Salary :			Date available for employment :		
Interviewed for a vacancy at CCIS before? Yes/No. If 'Yes', for what post?					When?

**LANGUAGE PROFICIENCY**

Languages / Dialects	SPOKEN			WRITTEN			UNDERSTOOD		
	Good	Fair	Poor	Good	Fair	Poor	Good	Fair	Poor

**NATIONAL SERVICE**Have you completed National Services  YES  NO  FULL TIME  PART TIME

Date Joined	Date Discharged	Branch of Service	Rank on Discharge	Discharge Certificate No.

Give details of special skills, \_\_\_\_\_

If any, acquired during your service \_\_\_\_\_

Have you any future military obligations?  YES  NO ; If 'YES', till when? \_\_\_\_\_**ACTIVITIES**

What Associations / Societies are you a member of?

School / Higher Learning Institute / Elsewhere	Position or Responsibilities Held	Date
Hobbies / Interests / Sports :		

**CHARACTER REFEREES (Names of relatives should not be given)**

Name	Address	Tel No.	Occupation	Yrs Known

**RELATIVES EMPLOYED AT CCIS**

Name	Position Held	Relationship

Name of person to notify in case of emergency : \_\_\_\_\_ Relationship : \_\_\_\_\_  
Address : \_\_\_\_\_ Tel. No. : \_\_\_\_\_Do you have any illness or physical disabilities?  YES  NO  
If 'YES', please give details \_\_\_\_\_Have you ever been charged or convicted for any crimes?  YES  NO  
If 'YES', please give details \_\_\_\_\_Have you ever been dismissed or suspended from the service of any employer?  YES  NO  
If 'YES', please give details \_\_\_\_\_Are you in debt?  YES  NO  
If 'YES', please give details \_\_\_\_\_Any other information you wish to give in support of your application : \_\_\_\_\_  
\_\_\_\_\_**SELF-RATING <-2 -1 0 1 2>**

Work Speed	Productivity	Work Quality	Result Achievement

**AMBITION IN LIFE**

Personal Ambition :
Contribution to Team Member/Company :

**DECLARATION**

I hereby declare that the information that I am submitting in this form is true and correct and that I have not wilfully suppressed any material fact. I agree that if any false declaration is made by me, my contract of service may be terminated without notice. I also grant permission to the company to verify the information given.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date of Application**

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**FOR OFFICIAL USE ONLY**  
**INTERVIEW ASSESSMENT REPORT**

ITEMS	OUTSTANDING	GOOD	FAIR	POOR	REMARKS
ATTITUDE					
COMMUNICATION SKILL					
TECHNICAL KNOWLEDGE					
WORKING EXPERIENCE					

Interviewer's remarks : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*SELECTED / KIV / REJECTED**

Position :	Date of Commencement :
Salary on Probation :	Salary on Confirmation :

	Submitted by	Interviewed by	Approval by
Date			
Signature			