**APPLICATION FOR EMPLOYMENT**

**POSITION APPLIED FOR:**

(in order of preference)

|  |
| --- |
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| **ALL APPLICATIONS WILL BE KEPT PRIVATE AND CONFIDENTIAL**  Please read through the form carefully before completing it.   1. This form should be typed or written in the application’s handwriting and signed by him / her. 2. Copies of any certificates / testimonials should be attached to the form. The originals should be brought along when called for interview. 3. If after engagement, it is found that a false declaration has been entered, or information has been willfully   suppressed, the Company reserves the right to terminate the employee’s service without notice. |

**PERSONAL PARTICULARS**

|  |  |  |
| --- | --- | --- |
| Name (Underline Surname) : Christian Name, *if any* :  **\***Mr/Mrs/Madam/Miss | | Chinese Characters :  (if applicable) |
| Address : (Overseas applicants should furnish local address where applicable) | | Contact No. (Home) :  (H/P) : |
| Country of Birth : | Citizenship : | NRIC / Passport No. |
| Date of Birth : | Race : | Blood Type : |
| Religion : | Marital Status : | Vehicle Owned : **\*** YES / No  Class : |

\* Delete as necessary

**FAMILY PARTICULARS (Spouse, children, or parents)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Relationship | Age | Occupation | Place of Work |
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\*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 |
|  |  |  |  |  |
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|  |  |  |  |  |
| Computer Knowledge : | | | | |

**EMPLOYMENT HISTORY (including temporary work, Start with your present job and work back to your first)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From | To | Name and Address of Employer | Position Held | Salary  (per month) | Reasons for Leaving |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
| Brief description of present duties : | | | | | |
| Expected Salary : Date available for employment : | | | | | |

**LANGUAGE PROFICIENCY**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Languages / Dialects | Spoken | | | Written | | | Understood | | |
| Good | Fair | Poor | Good | Fair | Poor | Good | Fair | Poor |
|  |  |  |  |  |  |  |  |  |  |
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**NATIONAL SERVICE**

Have you completed National Service? ⁭ YES ⁭ NO ⁭ FULL TIME ⁭ PART TIME

if SO, STATE :

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date Joined | Date Discharged | Branch Service | Rank on Discharge | Discharge Certificate No. |
|  |  |  |  |  |

Give details of special skills: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

# ACTIVITIES

What associations / societies are you a member of?

|  |  |  |
| --- | --- | --- |
| School / Higher Learning Institute / Elsewhere | Position or Responsibilities Held | Date |
|  |  |  |
|  |  |  |
| Hobbies / Interest / Sports : | | |

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 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Did you declare a bankruptcy? ⁭ YES ⁭ NO

If “YES”, please give details : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How do you know about this job opportunity?

🞏 Jobstreet 🞏 JobsCentral 🞏 JobsDB 🞏 On-campus recruitment 🞏 Newspaper 🞏 Website

🞏 Referral by Ttiansoft Employee- Name\_\_ \_\_\_\_\_\_ 🞏Others\_\_\_\_ \_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_ \_\_

Name of person to notify in case of emergency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| RERERENCES & TESTIMONIALS | | |
| LIST TWO REFERENCES EACH IN TAIWAN WHOM WE CAN CONTACT REGARDING THIS APPLICATION (NOT RELATIVES) | | | | | | | |
|  | NAME | POSITION | | EMAIL ADDRESS | CONTACT NO. | OCCUPATION | YEARS  KNOWN |
| 1. |  |  | |  |  |  |  |
| 2. |  |  | |  |  |  |  |

# DECLARATION

I hereby declare that the information that I am submitting in this form is true and correct and that I have not willfully suppressed any material fact. I agreed 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