



Application for the post of \_\_\_\_\_

APPLICANT'S PARTICULARS	Full Name (as in identity card)		Chinese Character (if applicable)
	Current Address		Contact Mobile <input type="text"/>
	Email <input type="text"/>		Office <input type="text"/>
	Race	Nationality	Home <input type="text"/>
		If holding Singapore PR status Date of PR: <input type="text"/>	

ACADEMIC & PROFESSIONAL QUALIFICATIONS	Name of Institution (state GCE O levels its equivalent & above, country eg. Australia)	Period		Year of Final Exam	Qualification attained certificate / Diploma / Degree eg. Bachelor Degree in Accounting (Hons)	Select Pursuing (P) Completed (C)
		from (mm/yy)	to (mm/yy)			
		<input type="text"/>	<input type="text"/>			
		<input type="text"/>	<input type="text"/>			
		<input type="text"/>	<input type="text"/>			
	Name of Institution and Type of Course	Period		Type of Professional Certificate Awarded	Select Pursuing (P) Completed (C)	
		from (mm/yy)	to (mm/yy)			
		<input type="text"/>	<input type="text"/>			
		<input type="text"/>	<input type="text"/>			
		<input type="text"/>	<input type="text"/>			

SKILLS	<b>Professional Qualification</b>	
	(a) Are you actively pursuing any professional courses ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If "Yes", please specify details including the no. of papers left :	_____
	(b) When will you sit for the examination? Please indicate the month (s):	_____
Computer Literacy (E-excellent G-good A-average P-poor)		
<input type="checkbox"/> Microsoft Office	Other software application <input type="text"/>	
<input type="checkbox"/> Internet Savvy		

\*selection is not made on these criteria but for administrative purposes.  
 "We will use your personal details (eg. your name, job title, office phone/fax no. and your e-mail and postal addresses) solely for evaluating your suitability for employment and may be shared with relevant personnel involved for the same purpose and for reference checks if you are employed by us.  
 To alter your details : If any of these details change, you can update the details we hold by informing HR.  
 Voluntary Information : We may ask for further information about you as part of our recruitment procedure"

Name	Address	Contact No. & Email	Profession	Years Known

**Language Proficiency**

Please circle the appropriate number, to rate your language proficiency from 1 (very poor) to 5 (excellent):

	Spoken	Read	Written
English : _____	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Second Language : _____	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Others : _____	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5

**Activities**

List positions of responsibility held in school, university, civic or professional organisation:

Name of Institution / Organisation	Position of Responsibility Held	Period

**Hobbies & Interests**

\_\_\_\_\_

**Emergency Contact**

Name	Relationship	Mobile Contact	Home Contact

Names of Acquaintances in our Firm

Where applicable, how many more reservist training sessions will you have to attend and when was your last attendance?

ROD Date: \_\_\_\_\_

Have you ever been dismissed or suspended from any position? If yes, state when, where and reason.

Name of companies with who you have been pending applications for employment. (Also give date of application)

**CURRENT**

Basic Salary	:\$ _____ p.m.
Bonus	:\$ _____
Commission (f any)	:\$ _____
Other Allowances	:\$ _____
Notice required by employer	:\$ _____ mth(s)

**EXPECTATION (Required)**

Salary expected :\$ _____ p.m.
Career goals : _____

Furnish below in narrative form, a statement in which you attempt to show through your educational background and experience, why you believe you are qualified to accept the responsibilities involved in the position for which you are applying.



**Financial Status**

1. Have you been a bankrupt? Yes / No (If yes, please indicate date declared as a bankrupt) \_\_\_\_\_
2. When have you been discharged from bankruptcy? \_\_\_\_\_
3. Have you been financially embarrassed\* in the last 12 months before this declaration? Yes / No

Please furnish details if Yes

1. I hereby give consent to my data being used for the purposes of recruitment and employment.
2. I declare that the information provided in this application and the attachments (if any) is true and correct to the best of my knowledge and that I have not wilfully suppressed any material fact. I accept that if any of the information given by me in this application is in any way false or incorrect, my application may be rejected, any offer of employment may be withdrawn or my employment with the Company may be terminated summarily or I may be dismissed.

SIGNATURE : \_\_\_\_\_

DATE : \_\_\_\_\_

Offer appointment as : \_\_\_\_\_

Commencement salary: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Partner

\*Financial embarrassment includes being in debt and unable to pay off bills all the time or have unsecured loans from ah longs (Unlicensed Money Lenders) but is not liability to having an outstanding debt from a court judgement, becoming an undischarged bankrupt or having unsecured liabilities exceeding three months' salary).

An staff is deemed to be financially embarrassed if he is (a) an undischarged bankrupt; or (b) a judgement debtor; or © has unsecured debts and liabilities of more than 3 months of his last salary; or (d) has signed a promisory note or an a promissory note or an acknowledgement of indebtedness, including borrowings from unlicensed moneylenders.

A judgement debtor is a person against whom a judgement ordering him to pay a sum of money has been obtained and remains unsatisfied.