

EMPLOYMENT APPLICATION FORM

INSTRUCTIONS

1. This form has been designed to provide us with basic information for easy processing of your application for employment with us. It also serves as our personnel record should you be employed.
2. All relevant parts of this application form must be completed.
3. Good News Community Services reserves the right to terminate the employment of the applicant if any of the information in this application form is found to be untrue after engagement.
4. If you are sending this form via post or email, please attention it to "Human Resource Department"

Postal Address: 1 Francis Thomas Drive #02-17 Singapore 359340

Email Address: goodnews@goodnews.org.sg

Position Applying For:	Date of Application:
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1. PERSONAL PARTICULARS

Full Name in <u>Block</u> Letters, as in Passport/NRIC (underline surname):			Recent Photo
(Title: Dr / Mr / Mrs / Miss / Ms)			
Country of Birth:	Date of Birth:	Age:	
Marital Status:	Race:	Religion:	
Citizenship:	Singapore PR: Yes / No Date Attained SPR Status (if applicable):		
Gender: Male / Female	Email Address:		
Contact Information			
Residential Address:		Residential Telephone Number:	
		Mobile Number:	

2. EDUCATIONAL AND OTHER PROFESSIONAL QUALIFICATIONS

(Please attach your educational certificates/ transcripts if you are short-listed for the interview.)

Year	Highest Qualifications Attained	Name of Institution/School	Language

3. NATIONAL SERVICE (if applicable)

Year	Job Title	Last Held Rank

4. EMPLOYMENT HISTORY

(Please start with your current or most recent employment. Please use additional sheet(s) if space below is insufficient.)

Name of Employer			
From (Date)	To (Date)	Current /Last Drawn Monthly Salary	Allowance & Bonus (if any)
Job Title & Brief Description of Duties			
Reason(s) for Leaving			
Name of Employer			
From (Date)	To (Date)	Current /Last Drawn Monthly Salary	Allowance & Bonus (if any)
Job Title & Brief Description of Duties			
Reason(s) for Leaving			
Name of Employer			
From (Date)	To (Date)	Current /Last Drawn Monthly Salary	Allowance & Bonus (if any)
Job Title & Brief Description of Duties			
Reason(s) for Leaving			

5. CHARACTER REFERENCES

(Please provide as least 2 character references.)

Name	Occupation & Name of the Organisation	Period Known	Address	Contact No.

6. FAMILY PARTICULARS

(Please give details of your immediate family members.)

Name	Relationship	Nationality	Date of Birth	Occupation

7. LANGUAGE PROFICIENCY

(Please indicate Good, Fair or Poor)

Language / Dialects	Written	Spoken

8. CONTACT PERSON / NEXT OF KIN – In case of emergency

Name:		Relationship:
Residential Address:		Residential Telephone Number:
Office Telephone Number:	Mobile Number:	Email:

9. GIFTS AND TALENTS (only for applicants to childcare centre as Teacher/Teacher Assistant)

Musical Instruments:	Piano <input type="checkbox"/>	Organ <input type="checkbox"/>	Guitar <input type="checkbox"/>
	Others (please specify): _____		
Vocal / Drawing / Others:	Sing <input type="checkbox"/>	Dance <input type="checkbox"/>	Drama <input type="checkbox"/>
	Draw / Painting <input type="checkbox"/>	Story-telling <input type="checkbox"/>	

10. ADDITIONAL INFORMATION

What is your expected monthly salary?	
How soon can you join us?	

11. DECLARATION

(If your answer to any of the below is “Yes”, please give details in the space provided or on a separate sheet.)

1. Have you any objection to reference being made to your present / previous employer?	Yes / No
2. Have you been discharged or dismissed from the service of your previous employers?	Yes / No
3. Have you been or are you suffering from any mental disorder or physical impairment?	Yes / No
4. Have you been or are you suffering from any disease / illness / major medical condition in the last 5years?	Yes / No
5. Have you taken any illicit drugs?	Yes / No
6. Have you been convicted in a court of law in any country or detained under the provisions of any written law?	Yes / No
7. Have you ever been investigated by Commercial Affairs Department (CAD), Criminal Investigation Department (CID), Corrupt Practices Investigation Bureau (CPIB) or other government investigation departments?	Yes / No
8. Have you ever been declared a bankrupt?	Yes / No
9. Do you have any share in any business undertaking other than that in a public-listed company?	Yes / No
10. Are you holding a directorship or other appointment in any company?	Yes / No
11. Do you have any relatives/friends working in Good News Community Services and/or its Centres or serve on GNCS Management Committee or Sub-Committees?	Yes / No
If replied “Yes” for Declaration Item 11, please give details here:	
12. Have you applied for any employment in Good News Community Services and/or its Centres before?	Yes / No
If replied “Yes” for Declaration Item 12, please give details here:	
<ul style="list-style-type: none"> • I declare that all the information given herein is true and correct. • I understand that a misrepresentation or omission of facts will be sufficient cause for cancellation of consideration for employment or dismissal from the Good News Community Services (“GNCS”) service if I have been employed. • I understand that completing this application is not a promise of employment from GNCS and/or /or its Centres. • I authorize GNCS and/or /or its Centres to confirm any of the statements above and also give the company the right to investigate my background at any time. • I hereby declare that all information provided in this application and on the attached resume is true, complete and accurate. • I understand that the submission of false information or misrepresentation in this application, may result in the immediate termination of my employment should I be employed by GNCS. • By signing and returning this form, I consent to GNCS collection, use and disclosure of my personal data (and/or the personal data of any person on whose behalf you are validly acting for or authorised to provide consent) for GNCS’ organisation’s activities, programs and administration purposes in accordance with GNCS’ Personal Data Protection Policy. 	
Signature of applicant:	Date:

12. VERIFICATION BY GNCS PERSONNEL (ONLY for applicants who are offered employment)

NRIC or Passport Number of Candidate	
Staff Name, Signature and Date	