



# CARE COMMUNITY SERVICES SOCIETY

247 Paya Lebar Road #03-02

Trinity@Paya Lebar

Singapore 409045

Telephone: (65) 63047604 Facsimile: (65) 67439950

**CONFIDENTIAL**

## APPLICATION FOR EMPLOYMENT

<b>POSITION APPLIED FOR</b>
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### PERSONAL/FAMILY PARTICULARS

Full Name (as in NRIC) Please underline surname	*Dr/Mr/Mdm/Miss	NRIC No./Colour
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Address	Telephone No. (Home)	(Handphone)
	(Office)	

Postal Code ( )	Email Address
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Date of Birth	Country of Birth	Citizenship	Marital Status
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Gender *Male/Female	Race	Dialect Group	Are you a Christian? *Yes / No	If yes, please specify Church:
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### Particulars of spouse, children, parent and siblings

Name	Age	Relationship	Occupation	Employer

Emergency Contact Person	Relationship	Contact Number
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### FOR FOREIGNERS

Passport No./Identification No.	Work Permit No./Employment Pass No.	Date Issued	Date Expiry
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\* Delete accordingly

**EDUCATION / TRAINING**

Name of School College/University	From DD/MM/YY	To DD/MM/YY	Course/ Major	Highest Standard Passed (Certificate/Diploma/Degree)
Scholarship / Merit Awards	From	To	Course	Content of Scholarship / Awards
Courses Currently Attending Institution Name	From DD/MM/YY	To DD/MM/YY	Course / Major	Indicate if course is sponsored by company

**GENERAL INFORMATION****PROFESSIONAL MEMBERSHIP**

Name of Institute	Country	Membership Type	Member since

**EXTRA-CURRICULAR ACTIVITIES**

	At School	At University/College	Currently
Sports / Games			
Membership of Club, Society, Association			

**KNOWLEDGE OF COMPUTER SOFTWARE**

1.	2.	3.	4.
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**KNOWLEDGE OF LANGUAGES**

Written	Spoken
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**HOBBIES / INTERESTS**

1.	2.	3.	4.
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**NATIONAL RESERVIST OBLIGATION**

Are you liable for national reservist service ?	*Yes / No / Exempted
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\*Delete accordingly

**Begin with most recent employer**

EMPLOYMENT HISTORY						
EMPLOYER 1						
From DD/MM/YY	To DD/MM/YY	Name of Employer			Job Title	Supervisor's Job Title
Basic Salary		AWS*	Bonus	Allowance	Others	Reason for Leaving
Starting	Ending	(Please state no. of months)				
Duties & Responsibilities					Major Achievements	
EMPLOYER 2						
From DD/MM/YY	To DD/MM/YY	Name of Employer			Job Title	Supervisor's Job Title
Basic Salary		AWS*	Bonus	Allowance	Others	Reason for Leaving
Starting	Ending	(Please state no. of months)				
Duties & Responsibilities					Major Achievements	
OTHER EMPLOYERS						
From DD/MM/YY	To DD/MM/YY	Name of Employer			Job Title	Reason for Leaving

\*Annual Wage Supplement

**OTHER INFORMATION**

Please answer the following questions:

1. Have you ever suffered, or are suffering from any medical condition, illness, disease, mental illness or physical impairment? Yes / No\*

If yes, please specify: \_\_\_\_\_

2. Have you ever been dismissed or discharged from the service of any company? Yes / No\*

3. Have you ever been convicted in a court of Law in any country? Yes / No\*

4. Have you ever been detained by the police or any government (other than traffic violations or misdemeanors)? Yes / No\*

5. Have you ever been declared a bankrupt? Yes / No\*

6. Have you ever been employed by Care Community Services Society? Yes / No\*

If Yes: \_\_\_\_\_  
 Job Title / Department / Supervisor / Period Employed

7. Have you applied to Care Community Services Society before? Yes / No\*

If Yes, when? \_\_\_\_\_ Position : \_\_\_\_\_

8. Do you have any relative / friends presently employed by Care Community Services Society? Yes / No\*

If yes, please specify:

Name	Relationship	Department	Job Title

9. How were you referred to the position applied for at Care Community Services Society?

Advertisement ( ) Bulletin ( ) Friends / Relatives ( ) Other Sources : \_\_\_\_\_

10. Do you have any obligation to your present company in terms of bond, study loan etc? Yes / No\*

If yes, please give details: \_\_\_\_\_

Minimum Expected Salary

Notice Period Required

Earliest Start Date

**REFERENCES**

Name	Address	Telephone	Occupation	Years Known

**DECLARATION**

I declare that all information given by me is true and that I have withheld nothing which would affect my employment with the company.

\_\_\_\_\_  
 Applicant's Signature

\_\_\_\_\_  
 Date

\*Delete accordingly