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**Application for Employment**

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| Please submit your completed form with **full curriculum vitae** to: The Human Resource Department, S. Rajaratnam School of International Studies (RSIS), Nanyang Technological University (NTU), Block S4, Level B4, Nanyang Avenue ,Singapore 639798, Tel (65) 6592 1652, Fax (65) 6793 2991, Email: rsisrecruitment@ntu.edu.sg | | | | | | | | |
| 1. **GENERAL INFORMATION** | | | | | | | | |
| Position Applying/Considered For : | | | | | | | | |
| Please indicate where you came to know about the position being applied for:  Advertisement in Newspapers / Journals / Others  Personal Contacts  RSIS Website  Others  Name of publication :       \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Please specify:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | |
| 2. **PERSONAL PARTICULARS** | | | | | | | | |
| Name in full (as in your NRIC/Passport and underline surname ) | | | | | | Name in Chinese characters, if applicable : | | |
| Home / Postal Address :  Permanent Home Address: | | | | | | **For Singapore Citizen**  Identity Card No: | | |
|  | | | | | | **For Singapore Permanent Resident**  (please attach a copy of Entry Permit)  Date of issued (dd/mm/yy):  UIN : | | |
| Office:       Home:  Mobile:       Email: | | | | | | **For Foreigners**  Type of Singapore Immigration Pass you are currently holding:  Employment Pass Student Pass  Social Visit Pass Dependant’s Pass  **FIN No**:       **Date of Expiry** (dd/mm/yy):  **Passport No**:       **Date of Expiry** (dd/mm/yy): | | |
| \*Gender: | | | \*Ethnic Group: | | |  | | |
| Nationality: | | \*Marital Status: Single Married    WidowedDivorced | | | |  | | |
| \*Date of Birth: | | | Country of Birth: | | |  | | |
| **Full-time National Service Record** (Please attach a copy of the Certificate of Conduct/Service)  Have you been exempted from full-time National Service?  Yes /  No (If **yes**, please attach a copy of the exemption notice) | | | | | | | | |
| 3. \* **FAMILY BACKGROUND** | | | | | | | | |
|  | **Full Name** | | | **Date (dd/mm/yy)**  **& Place of Birth** | **Nationality** | | **Occupation** | **Present Address** |
| **Father** |  | | |  |  | |  |  |
| **Mother** |  | | |  |  | |  |  |
| **Spouse** |  | | |  |  | |  |  |
| **Child(ren)** |  | | |  |  | |  |  |
| Do you have any family member or relative presently working in RSIS/NTU?  Yes /  No  If Yes, please state his/her name, relationship and department:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | |

\*information required for administrative purposes only

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| 4. **EDUCATION** (List schools/ universities/institutions attended and currently attending. Please attach copies of relevant certificates/ transcripts.) | | | | | | | | | | | | | |
| **From** | | **To** | | | **Schools/Universities/Institutions** | | | | | **Country** | | **Qualifications Attained** | |
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| 5. **Other relevant Qualifications/ Courses** | | | | | | | | | | | | | |
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| 6**. LANGUAGES** (Please state languages and proficiency level i.e. excellent, good, fair, poor) | | | | | | | | | | | | | |
| Written : | | | | | | | Spoken : | | | | | | |
| 7. **EMPLOYMENT HISTORY (**Starting with your present/last employment. Use separate sheet if necessary and provide documentary evidence upon request.) | | | | | | | | | | | | | |
| **Dates** | | | | **Position held** | | **Name of Organization** | | **Remuneration** | | | | | **Reason for Leaving** |
| **From** | **To** | | | **Monthly Basic Salary (S$)** | **Bonus** | | | |
| **Contractual**  **(months)** | | **Variable**  **(months)** | |
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| Expected Monthly Basic Salary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Resignation Notice Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Earliest Commencement Date if Appointed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | |
| May we write to the following for a reference?  (a) Your present employer  Yes /  No (b) Your previous employer (s)  Yes /  No | | | | | | | | | | | | | |

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| 8. **EMPLOYMENT/CHARACTER REFEREES** (One of them must be your direct supervisor or HR officer of your past employer) | | | | | | | | |
| Name | | | Occupation | Years known | | Address/Telephone Contact/Email Address | | |
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| 9. **OTHER INFORMATION** | | | | | | | | |
| Please answer the following questions. If the answer is 'Yes' to any of the items below, please give details below. | | | | | | | | |
| a. | Have you any criminal record? | | | | | | Yes | No |
| b. | Have you ever been dismissed, discharged or suspended from employment? | | | | | | Yes | No |
| c. | Have you ever had, or are you suffering from any : - | | | | | |  |  |
| - physical impairment? | | | | | | Yes | No |
| - chronic/life threatening medical condition? | | | | | | Yes | No |
| - mental illness? | | | | | | Yes | No |
| d. | Are you currently serving a bond or moral obligatory service? | | | | | | Yes | No |
| If your answer is “Yes” to any of the questions above, please state details below (use separate sheet if necessary). | | | | | | | | |
| e. | Have you ever applied for a position at RSIS/NTU?  If Yes, please state date, post and College/School/Department applied:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | Yes | No |
| 10. **PRIVACY STATEMENT** | | | | | | | | |
| Thank you for your interest in a career with RSIS. By submitting your application form, you consent that :  a. RSIS may collect, use, retain and disclose your personal data for facilitating the process of your application for employment.  b. RSIS may also collect information through other sources for processing and evaluating your application for employment.  c. RSIS may need to disclose your personal data to third parties, whether located within or outside Singapore, which are engaged by us to process your personal data for evaluating your application for employment.  In this regard, RSIS will maintain the appropriate levels of security and confidentiality. | | | | | | | | |
| 11**. DECLARATION** | | | | | | | | |
| **I declare that all the particulars given in this application are true to the best of my knowledge and belief, and I have not willfully suppressed any material facts. I understand that false particulars or suppression of material facts will render me liable to disqualification and if appointed, to dismissal.** | | | | | | | | |
| DATE (dd/mm/yy): | |  | | | SIGNATURE: | |  | |

Last updated: 21 Jul 2016 HR/Form/10