# EAF

**EMPLOYMENT APPLICATION FORM**

**POSITION APPLIED FOR**

PERSONAL PARTICULARS

**POSITION APPLIED FOR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Photograph***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name (in full) | | | | |
| Address | | | | |
| Contact No | *(Home)* | *(Mobile/Pager)* |  | *(Others)* |
| NRIC No | Age | Gender |  |  |
| Date of Birth | Place of Birth | Nationality |  |  |
| Marital Status | Single Married | Divorced Separated | Widowed |  |
| Race / Ethnic Group | Chinese Malays | Indian Others |  |  |
| Religion | Buddhist Christianity | Muslim Hindu | Others: |  |

FAMILY PARTICULARS

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Relationship** | **Age** | **Occupation** |
|  |  |  |  |
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EDUCATIONAL/PROFESSIONAL PARTICULARS

*Note: A copy of certificates must be submitted upon commencement of job.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Level** | **Name of School/College/University** | **Highest Standard**  **Obtained** | **Grade**  **Result** | **Year**  **Obtained** |
| Primary School |  |  |  |  |
| Lower Secondary School |  |  |  |  |
| Higher Secondary |  |  |  |  |
| College (D1/D2/D3) |  |  |  |  |
| University (S1/S2) |  |  |  |  |
| Others: |  |  |  |  |
|  |  |  |  |  |

LANGUAGE PROFICIENCY

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Language** | **Spoken** | | | **Written** | | |
| **Fluent** | **Fair** | **Poor** | **Fluent** | **Fair** | **Poor** |
| English |  |  |  |  |  |  |
| Mandarin |  |  |  |  |  |  |
| Indonesian |  |  |  |  |  |  |
| Others: |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

EMPLOYMENT PARTICULARS

*Note: Last employment pay slip must be submitted upon commencement of job.*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Employer** | **Position** | **From** | | **To** | | **Last Drawn Salary** | **Reason for Leaving** |
| **Mth** | **Yr** | **Mth** | **Yr** |
|  |  |  |  |  |  |  |  |
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JOB SKILLS

|  |  |
| --- | --- |
| Computer Proficiencies |  |
| Job-Related Skills |  |
| Others |  |

EMERGENCY CONTACT

|  |  |
| --- | --- |
| Name | Relationship |
| Address | Contact No. |

PHYSICAL INFORMATION

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Height : cm Weight : | kg | Health Condition | : | Excellent | Good | Fair |
| Do you have any physical defects in : | Speech | Hearing Sight |  | Limbs | Others: |  |
| Have you had any serious illness, operations or injury? If yes, please give details. | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **GENERAL INFORMATION** |  | | |
| 1. Do you have any relatives/friends working in this company? | Yes | No | *If “Yes”, pls provide details* |
| 2. Have you ever been discharged from employment? | Yes | No |  |
| 3. Have ever been arrested or convicted a crime? | Yes | No |  |
| 4. Have you suffered from any financial embarrassment? | Yes | No |  |
| 5. Do you have any objection to us seeking reference from your past employer? | Yes | No |  |

Expected Salary: Notice Period Required: Available Date:

DECLARATION

Date

Signature

I further declare that the information given by me in this application is true, complete and correct. A false statement or dishonest answer to any question will render my application disqualified and if so employed, I will be liable for immediate dismissal from service.