

Job Application Form

Please Note:

1. Applications that are not properly completed or illegible may not be considered.
2. Any false particulars given or willful suppression of material facts by applicants will disqualify them for appointment, and if appointed, to immediate dismissal and/or appropriate legal proceedings.
3. The Company does not enter into correspondence with regard to the reasons for selection of applicants.
4. The application form must be completed in accordance with the instructions on this form.

SECTION A: TO POST(S) APPLIED

Post Applied For : 1) _____ 2) _____

Are you prepared to consider posts other than those you have listed above? : YES NO

* Delete as appropriate

SECTION B: PERSONAL PARTICULARS

Full Name (Mr. / Ms.*) (As stated in NRIC) :

NRIC No. (Pink / Blue*) : _____ Passport No. (Foreigner Only) : _____

Residential Address : _____

Postal Code : _____ Email Address : _____

Home Tel. No. : _____ Mobile No. : _____

Do you have a Driving License : YES NO Driving License Class : _____

SECTION C: EMERGENCY CONTACT

| Name | Relationship | Contact No. | Citizenship | Occupation |
|------|--------------|-------------|-------------|------------|
| | | | | |

SECTION D: EDUCATIONAL / TECHNICAL QUALIFICATIONS

| Name of School | Country | Duration of Course | | Highest Academic Qualifications Attained |
|----------------|---------|--------------------|-------------|---|
| | | From (DDMMYY) | To (DDMMYY) | (For University Graduate, please indicate Class of Honors: 1 st Class, 2 nd Upper / Lower, 3 rd Class, Pass with Merit or Pass Degree) |
| | | | | |
| | | | | |

SECTION E: PREVIOUS & PRESENT EMPLOYMENT IN CHRONOLOGICAL ORDER

(Please attach testimonials where available and indicate No-Pay Leave Period if Duration is ≥ 1 Month. Please exclude Casual / Part-Time Employment.)

| From (DDMMYY) | To (DDMMYY) | Company Name & Address | Designation | Nature of Job | Reason for Leaving | Last Drawn Salary |
|---------------|-------------|------------------------|-------------|---------------|--------------------|-------------------|
| | | | | | | |
| | | | | | | |

SECTION F: REFERENCES

Please provide particulars of two persons who are not related to you. They should be responsible persons who can provide information on your character and work performance. Both referees should be gainfully employed. Spring College International may contact either or both references stated.

Name (Referee 1) : _____
Address : _____

Tel. No. : _____ **Email Address** : _____
Designation / Company : _____ **Years Known** : _____

Name (Referee 2) : _____
Address : _____

Tel. No. : _____ **Email Address** : _____
Designation / Company : _____ **Years Known** : _____

SECTION G: GENERAL INFORMATION

(Please indicate with (✓) where applicable)

| | |
|---|--|
| <ul style="list-style-type: none"> Have you previously applied for employment in this company? | <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, when? ----- Which position? ----- |
| <ul style="list-style-type: none"> Have you been involved in any litigation matters? Have you ever been convicted in a court of law in any country? If YES to any of the above, please provide details. | <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO Details: ----- ----- |
| <ul style="list-style-type: none"> Have you ever been put in a situation of financial embarrassment (e.g., bankruptcy)? Has there been any statutory demand currently served on you or legal proceedings commenced against you? | <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO |
| <ul style="list-style-type: none"> What is your expected salary? | |
| <ul style="list-style-type: none"> When is the earliest you can commence work? | |

SECTION H: DECLARATION

- 1) I give my consent for the Company to obtain and verify from or with any source, as you deem appropriate for the assessment of my application for employment.
- 2) I declare that the particulars given by me in this application for employment and the attached sheets are true to the best of my knowledge and belief, and I have not willfully suppressed any material fact. I accept that if any of the information given by me in this application is any way false or incorrect, I shall be disqualified from employment or dismissed from service.
- 3) I consent to the collection, use and disclosure of personal data by the Company for the purpose of processing my application for the job, administration, and funding purposes (where applicable), subject to the provisions of the Personal Data Protection Act (PDPA). A copy of the Company's PDPA Policy is available on the Company's website at www.spring.edu.sg

Signature of Applicant : _____ **Date** : _____