



## EMPLOYMENT APPLICATION FORM

For official use:

POSITION 1:

POSITION 2:

### PART A PERSONAL DETAILS

Name, as in Passport/ NRIC:

(Title: Dr / Mr / Mrs / Miss / Ms)

Please attach recent  
passport size photograph

NRIC number:

Passport number:

Sex: Male / Female

Country of Birth:

Date of Birth:

Age:

Nationality:

Race:

Religion:

Marital status:

Single/ Married/ Separated/  
Divorced / Widowed

Citizenship:

Singapore PR:  
Yes / No

Date attained SPR  
Status:

Driving License:

Class 2 / 2A / 2B / 3 / 4 / 5

Contact Information (in Singapore)/ Overseas (For Non-Singaporean or SPR)

Residential address:

Email:

Residential telephone  
number:

Mobile/ Pager Number:

### PART B FAMILY (CONTACT PERSON / NEXT OF KIN – In case of emergency)

Name:

Relationship:

Present Employment:

Position:

Mobile Number:

Email:

### PART C EDUCATIONAL/ PROFESSIONAL QUALIFICATIONS (including courses currently pursuing)

Name of School/ College/ University Attended	Country	Duration of Course		Qualification Attained
		From (MM/YY)	To (MM/YY)	

PART D LANGUAGE PROFICIENCY						
Language/ Dialects	Written (Please ✓ one)			Spoken (Please ✓ one)		
	Poor	Fair	Fluent	Poor	Fair	Fluent
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PART E COMPUTER KNOWLEDGE & SKILLS (What computer applications are you familiar with?)

PART F EMPLOYMENT HISTORY (Please start with your current or most recent employment)			
<b>Company Name</b>			
<b>Start/End Dates (mm/yy)</b>	<b>Designation</b>	<b>Current/Last Drawn Monthly Salary</b>	<b>Allowance &amp; Bonus (if any)</b>
<b>Brief Description of Duties</b>			
<b>Reason(s) for Leaving</b>			
<b>Company Name</b>			
<b>Start/End Dates (mm/yy)</b>	<b>Designation</b>	<b>Last Drawn Monthly Salary</b>	<b>Allowance &amp; Bonus (if any)</b>
<b>Brief Description of Duties</b>			
<b>Reason(s) for Leaving</b>			

<b>Company Name</b>			
<b>Start/End Dates (mm/yy)</b>	<b>Designation</b>	<b>Last Drawn Monthly Salary</b>	<b>Allowance &amp; Bonus (if any)</b>
<b>Brief Description of Duties</b>			
<b>Reason(s) for Leaving</b>			
<b>Company Name</b>			
<b>Start/End Dates (mm/yy)</b>	<b>Designation</b>	<b>Last Drawn Monthly Salary</b>	<b>Allowance &amp; Bonus (if any)</b>
<b>Brief Description of Duties</b>			
<b>Reason(s) for Leaving</b>			

<b>PART H RECORDS OF NATIONAL SERVICE (For Singaporeans and Permanent Residents Only)</b>			
<b>Date of Enlistment</b>	<b>ORD / ROD</b>	<b>PES Status</b>	<b>Vocation</b>
<i>If you have not served full-time National Service, please state your reason for exemption.</i>			

<b>PART I PARTICULARS OF TWO REFEREES (Applicants' Relatives Should Be Excluded)</b>				
<b>Name</b>	<b>Company Name</b>	<b>Occupation</b>	<b>Years Known</b>	<b>Contact Details</b>

<b>PART J PERSONAL DESCRIPTION</b>	
<b>Strengths</b>	
<b>Weaknesses</b>	

<b>PART I OTHER INFORMATION</b>			
<b>Questions</b>	<b>Please delete whichever is not applicable</b>		<b>If yes, please give details</b>
	Yes	No	
Have you been or are you suffering from any physical impairment, disease or mental illness?	Yes	No	
Do you smoke?	Yes	No	
Have you ever been dismissed or discharged from the service of any company?	Yes	No	
Have you ever been convicted in a Court of Law in any country?	Yes	No	
Have you ever been declared bankrupt?	Yes	No	
Are you in debt / bonded?	Yes	No	

<b>PART II REMUNERATION AND AVAILABILITY</b>		
<b>Present Basic Salary per Month:</b>		
<b>Bonus:</b>	<b>Fixed:</b>	<b>Variable:</b>
<b>Commission/ Profit Sharing:</b>		<b>Transport allowance:</b>
<b>Expected Salary per Month:</b>		
<b>Notice Period (For applicants currently employed):</b>		
<b>Earliest Date of Commencement, if appointed:</b>		

<b>PART III DECLARATION</b>	
<p>1. I hereby declare that the information given by me in this form is correct and true to the best of my knowledge.</p> <p>2. I understand that any false statement made by me on this application or any supplement thereto will be sufficient ground for disqualification or dismissal if appointed by our clients. The wilful suppression of any material fact will be similarly penalised.</p> <p>3. I agree not to consider any forms of employment with any clients of JOBSTUDIO after attending an interview(s) or after a temporary/ contract assignment with the said client, for a period of six months from the date of interview or termination of assignment, without the consent and knowledge of JOBSTUDIO.</p> <p>4. Upon signing the Letter of Appointment and if I do not start work or resign within 100 working days, a further 80% (exclusive of GST) of the offered monthly basic salary shall be payable by me to JOBSTUDIO PTE LTD.</p>	
<p>_____</p> <p>Applicant's Signature</p>	<p>_____</p> <p>Date</p>