

APPLICATION FORM 职位申请表

POSITION APPLIED 应聘职位:

(Photo 照片)

How do you know of this vacancy? 您如何得知此空缺职位?

Newspaper 报纸 Recruitment Agent 招聘机构
 Website 网站 Referral 推荐: _____
(Name名字/ Department部门)

PERSONAL PARTICULARS 个人信息:

Name (Underline Surname) 英文名 Chinese Character: (if any) 中文名

Citizenship 国籍:	Race/Religion 民族/政治面貌:	Residential Address 家庭地址:
NRIC/Passport No. 身份证/护照号码:	Gender 性别:	Home Phone 住宅电话:
Date of Birth 出生日期:	Marital Status 婚姻状况:	HP No. 手机号码:
Place of Birth 户口所在地:	No. of Child 小孩数量:	Email 电子邮箱:

EDUCATIONAL BACKGROUND 教育背景 (In chronological order 按时间顺序)

Dates 日期		School/College/University 高中或中专 / 大专 / 大学	Highest Level Attained/Skill Certification 所获最高学位 / 证书
From 自 (MM/YY)	To 至 (MM/YY)		

PROFESSIONAL/TECHNICAL/SCHOLARSHIP AWARDS 专业技能证书/奖项

Dates 日期		School/College/University/Corporation/Association 高中或中专 / 大专 / 大学 / 公司 / 机构	Award Attained 所获奖项
From 自 (MM/YY)	To 至 (MM/YY)		

WORK EXPERIENCE 工作经历 (In chronological order 按时间顺序)

Period 期间		Company 服务公司	Last Drawn Basic Salary 最后工资	Position 职位	Reason for leaving 离职原因
From 自 (MM/YY)	To 至 (MM/YY)				

NATIONAL SERVICE 兵役情况 (if applicable 若有)

--

DATA OF IMMEDIATE FAMILY MEMBERS 直系亲属信息 (Parents/Spouse/Children 父母/配偶/子女)

Name 姓名	Relationship 关系	Contact No. 联系电话	Occupation/Employer 职位/公司

In the event of an emergency, who should be contacted? 紧急情况联系人

Name 姓名	Relationship 关系	Address 联系地址	Contact No. 联系电话

SKILLS 技能

Software IT技能 () MS Office office () Lotus Notes () SAP/ MES () Internet

Other skills, please state 若有其它技能, 请说明:

LANGUAGES AND DIALECTS 语言能力 (State the Proficiency as Excellent/Good/Fair/Elementary 请注明程度 精通/良好/一般/差)

Language 语种	Speak 说	Read 读	Write 写

What are your personal interests and hobbies?
您的业余爱好是什么? _____

Have you ever suffered from any serious illness?
是否曾患重病或重伤? No 否 Yes 是

Do you have any relatives/friends working in our company?
是否有亲戚/朋友在我们公司任职? No 否 Yes 是 (If yes, please specify 如有, 请说明)

Have you ever been dismissed from a job? If so, for what reason?
是否被公司解雇过? 如有, 原因是什么? No 否 Yes 是 (If yes, please specify 如有, 请说明)

Have you ever been convicted by a court of law? If so, elaborate.
是否曾犯过刑事案而被判刑? 如有, 请详细陈述。 No 否 Yes 是 (If yes, please specify 如有, 请说明)

Do you have color blindness?
是否颜色辨别有问题 (色盲)? No 否 Yes 是 (If yes, please specify 如有, 请说明)

Are you willing to work rotation shift?
是否愿意翻班? No 否 Yes 是 (If yes, please specify 如有, 请说明)

Are you willing to work overtime/ on weekends?
是否愿意加班/周末工作? No 否 Yes 是 (If yes, please specify 如有, 请说明)

Are you willing to relocate to other countries, if required?
必要时, 是否愿意被派遣到其他国家工作? No 否 Yes 是 (If yes, please specify 如有, 请说明)

Expected Salary 期望工资: _____ Notice period 离职通知期: _____

EMPLOYMENT/PERSONAL REFERENCES 背景调查联系人

Name 姓名:	Name 姓名:
Designation 职位:	Designation 职位:
Company Name 公司名称:	Company Name 公司名称:
Address 地址:	Address 地址:
Contact No 联系电话:	Contact No 联系电话:

References 备注 (Referees will NOT be approached without your permission 我们绝不会在未经您同意的情况下与以上人员联系)

DECLARATION 声明

I declare that the information above are true and that any false or misleading statements made by me will be subject to immediate dismissal without any compensation, if employed.
本人在此声明, 本职位申请表格内所呈资料正确无误。上述声明如有任何错误或与事实不符, 本人同意并接纳雇主解除本人聘用, 而不需提前发出解雇通知及支付任何赔偿金。

In the event of this application being unsuccessful, my information may be retained in the confidential file.
若此次应聘未成功, 我的信息将会被严格保密。

Signature of Applicant 应聘者签名: _____ Date 日期: _____