

JOB APPLICATION FORM



Recent Photograph of Applicant

Private and Confidential

COMPLETION OF APPLICATION FORM

1. All sections of the form must be completed by filling in the blank spaces. If any section does not apply to you, insert 'NIL' OR 'NOT APPLICABLE'.
2. This form has been designed to provide us with the basic information for easy processing of your application for employment with us. It also serves as our personal record should you be employed.

* Delete whichever is not applicable.

Post Applied for :
Where did you get to know about this vacancy?
Source: Straits Times; JobStreet; Referral / Others: please specify _____

(1) PERSONAL PARTICULARS			
Name (as in IC / Passport)		Preferred name	
Surname	Given name		
IC No.	Colour of IC: Pink / Blue	Name in Chinese Characters (if applicable)	
Nationality	State / Province where nationality obtained	Date of Birth – dd-mm-yyyy	Gender * Male / Female
Passport No. and Place of Issue (for non-Singaporean only)		State of Birth	Country of Birth
Religion	Race	SINGAPORE	
Overseas Address (compulsory for all foreigners)		Address	
		Postal Code ()	
		Email Address	
		Handphone No.	
		Home Tel.	Office Tel.
Marital Status * Single / Married / Widowed / Divorced / Separated	Driving Licence No., Class, Expiry Date (dd-mm-yy)		
If married, date & place of marriage			

(2) NATIONAL SERVICE * Not Liable / Liable – Attach ORD certificate / exemption letter.			
Enlistment Date :	ORD :	NS Unit :	NS Status : Active / Inactive
Service Status : * Part-time / Full Time / Deferred / Exempted		Vocation :	
Current Rank :		Rank at ORD :	
If exempted, state reason :			

(3) PERSON TO CONTACT IN AN EMERGENCY		
Name	Relationship	
Address		
Postal Code ()		
Home Tel.	Office Tel.	Handphone No.

(3) FAMILY PARTICULARS – Give details of your spouse, children, parents and siblings.
If space is insufficient, please provide the information on a separate sheet of paper.

Name	Relationship	Nationality / S'pore PR	Age	Occupation	Company

NOTE: If spouse is working in Singapore, indicate type of employment pass: _____

(4) EDUCATIONAL PROFILE – Include Apprenticeship / Internship. **Attach photocopies of all academic certificates.**

Name of School / Institution / Country	From dd-mm-yy	To dd-mm-yy	Course / Major	Highest Qualification (Certificate/Diploma/Degree)

(5) OTHER COURSES CURRENTLY PURSUING – Attach partial results if available.

	From dd-mm-yy	To dd-mm-yy	Course / Major	Highest Qualification (Certificate / Diploma / Degree)	Company Sponsored?
					* Yes / No
					* Yes / No

(7) COMPUTER LITERACY & OTHER SKILLS – Indicate the software you are competent in.

(8) LANGUAGE PROFICIENCY – Tick as appropriate.

Language / Dialect	Spoken			Written		
	Fluent	Fair	Poor	Fluent	Fair	Poor

(9) EMPLOYMENT HISTORY – Start with your latest or present company.
If space is insufficient, please provide the information on a separate sheet of paper.

From dd-mm-yy	To dd-mm-yy	Company / Country	Position	Monthly Basic Salary	Allowances (if any)	Reason for Leaving

(10) ADDITIONAL INFORMATION YOU MAY WISH TO PROVIDE – eg Membership of club or professional body

(11) OTHER INFORMATION

a. Have you been or are you suffering from any disease / major medical condition / mental illness or physical impairment ? If yes, please give details.	* Yes / No
b. Have you been discharged or dismissed from the service of your previous employers ? If yes, please give details:	* Yes / No
c. Have you been convicted in a Court of law in any country or any ongoing legal proceedings? If yes, please give details.	* Yes / No
d. Have you ever been served with a Garnishee Order by any organisation or been declared a bankrupt ? If yes, please give details.	* Yes / No
e. Have you ever been to interview for employment in BRC? If yes, please give details of the position applied for and when you were interviewed.	* Yes / No
f. Have you any relatives and/or friends who have worked or are working in BRC? If yes, please state name, department and relationship.	* Yes / No
g. Earliest Start Date	h. Expected Salary:

(12) CHARACTER REFEREES – Name 2 persons who are not your relatives or former employers.

Name	Address	Email Address / Contact No.	Occupation	Years Known

(13) DECLARATION

I hereby declare that all the particulars given herein are true and correct, and I have not wilfully suppressed any material fact.

I hereby give consent to collection, use and disclosure of my personal data by the company (or its agents) for the purpose of the processing and administration by the company relating to this attached job application.

Signature of Applicant

Date

NOTE: Any false declaration or withholding of information will render you to disqualification and if appointed, to dismissal – without notice and compensation – and/or appropriate legal proceedings.