

Human Resource Division
Stuart Wright Pte Ltd
101 Thomson Road #21-01/02
United Square
Singapore 307591

Tel: +65 63039988
Fax: +65 63039989
Email: hr@stuartwright.com.sg
URL: www.stuartwright.com.sg



EMPLOYMENT APPLICATION FORM

This form may take you about 20 minutes to fill in.

You will need the following information to fill in the form:

- Applicant and family members' personal particulars
- National Service, Educational Qualifications, Examination Results, Employment History, Expected Salary, Character Referees

Please complete the Application Form and submit a copy of the following supporting documents:

- NRIC/Birth Certificate/Passport**
- GCE A & O Level Certificates**
- University Scroll/University Results/Transcripts (For University Graduate)**
- Diploma Certificate/Diploma Results/Transcripts (For Diploma Graduate)**
- Testimonials from former employer (if you were previously employed)**
- A recent coloured passport size photograph**
- Payslip or IR8A/IR8E (latest) if you are currently working**

Please note:

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

EMPLOYMENT APPLICATION FORM

Please Attach
Recent
Passport-size
Photograph

1. If space is insufficient, please attach additional sheets.
2. * Delete as appropriate.

(A) POSITION (S) APPLIED FOR (In order of preference):

1. _____ 2. _____ 3. _____

Are you prepared to consider posts other than those you have listed above? * Yes/No

(B) PERSONAL PARTICULARS

<ol style="list-style-type: none"> 1. Title (e.g. Dr/Mr/Mrs/Miss/Mdm): _____ 2. Full Name (Underline Surname): _____ _____ 3. Marital Status: *Single/Married/Separated/Divorced/Widowed 4. ID Type: *NRIC(Pink)/NRIC (Blue)/Passport 5. ID No: _____ 6. Singapore /Permanent Resident : * Yes / No 7. Present Citizenship: _____ 8. Previous Citizenship (if any): _____ 9. Date of Birth (YYYY/MM/DD): _____ 10. Gender: Male / Female 11. Weight: _____ Kg Height: _____ M 12. Race/Dialect: _____ / _____ 13. Religion: _____ 14. Tel No: _____ (Home) _____ (Office) _____ (Pager) _____ (Mobile) 15. Email Address (if any): _____ _____ 	<ol style="list-style-type: none"> 16. Address: Blk/House No _____ Street Name _____ Building Name _____ Floor & Unit _____ Postal Code _____ City _____ Country _____ 17. Correspondence address outside Singapore (if applicable): _____ _____ 18. Highest Academic Qualification (Up to Bachelor's degree): _____ Year: _____ 19. * Last Drawn/Current Monthly Gross Salary (S\$) : _____ 20. * Last Drawn/Current Annual Gross Salary (S\$) : _____ 21. Expected Monthly Salary (S\$) : _____ 22. Driving License: * Yes / No License Class: _____ 23. Earliest date of starting work if offered appointment (e.g. immediately, within one month): _____ 24. Are you able / willing to travel?: * Yes / No
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(C) FAMILY RECORD

Name	Relationship	Age	Occupation/Employer

(D) NATIONAL SERVICE RECORDS (MALE APPLICANTS ONLY)

Date of Enlistment	Operationally-Ready Date	Rank	Organisation: SAF/SPF/SCDF

(E) PREVIOUS & PRESENT EMPLOYMENT (IN CHRONOLOGICAL ORDER)

Organisation Name & Address:				
From (date)	To (date)	Designation	Brief description of job duties (to include type of employment, e.g. permanent/contract/casual, etc)	Major Achievements
Organisation Name & Address:				
From (date)	To (date)	Designation	Brief description of job duties (to include type of employment, e.g. permanent/contract/casual, etc)	Major Achievements
Organisation Name & Address:				
From (date)	To (date)	Designation	Brief description of job duties (to include type of employment, e.g. permanent/contract/casual, etc)	Major Achievements

(F) EDUCATIONAL RECORD / OTHER CERTIFICATES (Please attach educational certificates)

School/Institution	Period of Study		Qualification Attained
	From	To	

(G) CCA/SPORTS (Please enter only major/key activities)

From (date)	To (date)	CCA/SPORTS (Please indicate position held or level of participation)

(H) AWARDS & PRIZES

Year	Description

(I) ACADEMIC SCHOLARSHIPS & BURSARIES

From (date)	To (date)	Sponsoring Organisation	Name of Scholarships/Bursaries	Bonded From (year)	Bonded To (year)

(J) SCHOOL ATTACHMENT/INTERNSHIP

From (date)	To (date)	Name of Organisation	Organisation Address	Project Title and Description

(K) COMPUTER SKILLS

Name	Version	Basic	Intermediate	Advanced

(L) CURRENT MEMBERSHIPS

From Date	Name of Organisation/Society

(M) LANGUAGE PROFICIENCY

Language/Dialect	Proficiency (Written & Spoken/Spoken only)

(N) HOBBIES

(O) PERSONAL QUALITIES

Strengths	
Weaknesses	

(P) CHARACTER REFEREES

Please provide particulars of two persons who are not related to you. They should be responsible persons who know you well with regard to your character and work performance. Both referees should be gainfully employed.

Full Name	Title	Full Name	Title
Address	Tel No.	Address	Tel No.
	Email Address		Email Address
Occupation	Years Known	Occupation	Years Known

(Q) PLEASE ANSWER THE FOLLOWING QUESTIONS BY DELETING “YES” OR “NO” AS APPROPRIATE. FOR ANY “YES” ANSWERS, PLEASE PROVIDE DOCUMENTARY EVIDENCE

1. Have you ever suffered, or are suffering from any medical condition, illness, disease, mental illness or physical impairment? Details:	*Yes/No
2. Are you currently suffering from any allergy, disease or illness and on any medication? Details:	*Yes/No
3. Have you been charged with any offence in a court of law in Singapore or in any other country for which the outcome is pending (excluding parking offences)? Details:	*Yes/No
4. Have you ever been dismissed or terminated by previous employers? Details:	*Yes/No
5. Have you ever been declared bankrupt in Singapore or elsewhere? Details:	*Yes/No
6. Do you know anyone who has been/is currently employed by Stuart Wright Pte Ltd? Details:	*Yes/No
7. Do you currently engage yourself or hold any ownership/directorship in any work or business in Singapore or elsewhere? Details:	*Yes/No
8. Have you ever broken any bond (e.g. bonds associated with scholarships or training awards or employment)? Details:	*Yes/No
9. Are you a smoker? If YES, please indicate number of cigarette per day: _____	*Yes/No
10. Are you currently expecting? (For female applicants only) Details:	*Yes/No

(R) DECLARATION

- (1) I give my consent for the Company to obtain and verify information from or with any source, as you deem appropriate for the assessment of my application for employment.
- (2) I declare that all information given by me in this application for employment and any sheets attached hereto are true to the best of my knowledge and I have not wilfully suppressed any material fact. I accept that if any of the information given by me in this application is in any way false or incorrect, my application may be rejected, any offer of employment may be withdrawn or my employment with the Company may be terminated summarily or I may be dismissed from the Company.

Name of Applicant: _____

Signature: _____

Date: _____
