



# THYE HUA KWAN MORAL CHARITIES

太和观 THK

## Employment Application Form

**Instructions:**

- This is a standard form. All fields except (^) are mandatory
- The (^) fields are optional upon job application. However, upon acceptance of employment, all fields in this form must be completed.
- Indicate 'N.A.' when necessary.

<b>Position Applied for:</b>
How did you learn of this vacancy? THKMC Website / Job Boards / Walk-in / Others: Referral (Employee Name: _____ )

**Section 1 PERSONAL PARTICULARS**

Name as in NRIC/Passport:	
First Name:	Last Name:
Nationality:	Singapore Permanent Resident: <input type="checkbox"/> Yes <input type="checkbox"/> No
^ Date of Birth:	^ Gender: <input type="checkbox"/> M <input type="checkbox"/> F
Address:	
Contact No.:	Email Address:

**1.1 Family Members ^**

Name	Age	Relationship	Occupation*	Employer's Name

**Section 2 OTHER PERSONAL DETAILS ^ (To be completed only upon acceptance of employment)**

Division / Centre:	Designation:	Start Date:
Race:	Religion:	
Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married Others:		
<u>Citizenship:</u> <input type="checkbox"/> Singaporean <input type="checkbox"/> Singapore PR Date Attained:		Employment Pass: <input type="checkbox"/> E-Pass <input type="checkbox"/> S-Pass <input type="checkbox"/> Work Permit
<u>For Payment of Salary through inter-bank GIRO</u>		
Name of Bank:	Bank Account No.:	
<u>Emergency Contact</u> Name:	Relationship: Contact No.:	

**Section 3 ACADEMIC & EMPLOYMENT HISTORY**

**3.1 Academic Qualifications**

Date (mm/yy)		Qualifications Obtained (‘O’ / ‘A’ Levels, Diploma, Degree etc)	Schools / Institutions Attended
From	To		

**3.2 Other Qualifications/ Courses Attended/ Awards Attained**

Date Attained (mm/yy)	Qualifications/ Awards Obtained	Awarding Institution

**3.3 Professional Membership**

Date (mm/yy)		Name of Professional Body	Membership Position
From	To		

**3.4 Language Ability** (include dialects spoken) *Tick where applicable*

Language / Dialect	Spoken	Written
	<input type="checkbox"/> Basic <input type="checkbox"/> Average <input type="checkbox"/> Good	<input type="checkbox"/> Basic <input type="checkbox"/> Average <input type="checkbox"/> Good
	<input type="checkbox"/> Basic <input type="checkbox"/> Average <input type="checkbox"/> Good	<input type="checkbox"/> Basic <input type="checkbox"/> Average <input type="checkbox"/> Good
	<input type="checkbox"/> Basic <input type="checkbox"/> Average <input type="checkbox"/> Good	<input type="checkbox"/> Basic <input type="checkbox"/> Average <input type="checkbox"/> Good
	<input type="checkbox"/> Basic <input type="checkbox"/> Average <input type="checkbox"/> Good	<input type="checkbox"/> Basic <input type="checkbox"/> Average <input type="checkbox"/> Good

**3.5 Co-Curricular Activities/ Interests/ Volunteer Experience**

Year	School/ Organisation/ Group	Description of Activity

**3.6 Employment History** *(Please start with your latest or present company)*

Date (mm/yy)		Name of Organisation	Position Held	Monthly Salary	Allowance / Bonus	Reason for Leaving
From	To					

**3.7 Referees** *(Please give details of two referees whom we may approach for references)*

	Referee 1	Referee 2
Name		
Relationship to Applicant		
Organisation Name		
Designation		
Contact No.		
Email Address		

**Section 4 DECLARATION & OTHER INFORMATION** *(Tick where applicable)*

1. Have you previously been employed by Thye Hua Kwan Moral Charities (THKMC) and its affiliated entities?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Do you have friends, family members or relatives working in THKMC and its affiliated entities?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Have you ever suffered, or are suffering from any medical condition, illness, disease, or physical impairment?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Have you ever been dismissed or discharged from the service of past employers?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5. Have you ever been convicted in a court of law in any country?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6. 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)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7. Have you been or are you under any financial embarrassment i.e. (a) bankruptcy, (b) a judgement debtor, (c) have unsecured debts and liabilities of more than 3 months of last-drawn pay, (d) have signed a promissory note or an acknowledgment of indebtedness?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8. Are you currently serving any bond?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If you answered "Yes" to any of the questions, please provide the details:		
Expected Salary: S\$	Notice Period Required:	Earliest Start Date:
<p>In line with the Singapore Personal Data Protection Act (PDPA), I fully understand and agree that the personal information which I have provided shall be used purely for the requirements related to my employment and may be disclosed to other agencies or individuals for the purposes related to my employment with Thye Hua Kwan Moral Charities (THKMC) and its affiliated entities.</p> <p>I also give my consent for the relevant Government authorities to obtain and verify information from or with any source, as THKMC deem appropriate for the assessment of my application for employment.</p> <p>I declare that the information I have provided in this application form is, to the best of my knowledge, correct and complete. I understand and accept that any false or wilfully suppressed information will render my application null and void; and if appointed, I agree that my appointment shall be terminated.</p>		
_____		_____
Applicant's Signature		Date