

**APPLICATION FOR EMPLOYMENT FORM**

**INSTRUCTIONS**

1. 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.
2. All relevant parts of this application form must be completed.
3. If space in this application is insufficient, please attach an addendum.
4. Singapore Press Holdings reserves the right to terminate the employment of the applicant if any of the particulars supplied by the applicant in this application form is found to be untrue after engagement.

Post Applied for :

**I. PERSONAL PARTICULARS**

Name (as in NRIC, please underline surname) :		
Name in Chinese characters (if applicable) :		NRIC/Passport No :
Singapore PR : Yes / No	Singapore IC : Yes / No	Color Of IC : Pink / Blue
Place Of Birth :	Nationality :	Foreign Identity No :
Address & Contact Telephone Number in Singapore		
House/Block No : _____ Street Name : _____		
Unit No : _____ Building Name : _____ S ( )		
Telephone No : _____ (Home) _____ (Office) _____ (Mobile)		
E-mail Address: _____		
Driving License : Class 2 / 2A / 2B / 3 / 4 / 5		
Overseas Address & Contact Telephone Number (If you are not a Singapore Citizen or permanent resident) :		
Address :		
Telephone No :		

**II. NATIONAL SERVICE (if applicable)**

Enlistment Date :	ORD :
Service Status : Part-time/Full Time/Deferred/Exempted	Vocation :
Rank at ORD :	Current Rank :
NS Unit :	NS Status : Active / Inactive
If exempted, state reason :	

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**III. 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	Date of Birth	Occupation	Company

**IV. CONTACT PERSON / NEXT-OF-KIN – In case of emergency**

Name :	Relationship :
Address :	
House/Block No : _____	Street Name : _____
Unit No : _____	Building Name : _____ S ( )
Telephone No : _____ (Home)	_____ (Office) _____ (Mobile)

**V. EDUCATIONAL PROFILE – Attach photocopies of all academic certificates (including GCE ‘N’, ‘O’ and ‘A’ levels)**

Qualification	Institution / Country	Year Commenced	Year Completed	Part-time / Full Time

**VI. OTHER COURSES CURRENTLY PURSUING**

From (mm/yy)	Expected Date Of Completion (mm/yy)	Name of Course*	Institution

\*Please attach partial results if available

**VII. SCHOLARSHIPS / AWARDS**

Year Of Award	Description

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**VIII. COMPUTER LITERACY & OTHER SKILLS**

Please indicate the software you are competent in:

Shorthand	wpm
Typing	wpm

**IX. EMPLOYMENT HISTORY– Start with your latest or present company**

**NB: It is the policy of this Company to carry out reference checks with previous companies but only after an applicant has commenced employment.**

From (mm/yy)	To (mm/yy)	Company / Country	Position	Monthly Basic Salary	Allowances (if any)	Bonus (mths)	Reasons For Leaving
/	/						
/	/						
/	/						
/	/						
/	/						
/	/						
/	/						
/	/						

**X. LANGUAGE PROFILE**

Please circle Good (G), Fair (F) or Poor (P)

Language	Spoken	Written	Language	Spoken	Written
English	G / F / P	G / F / P	Malay	G / F / P	G / F / P
Chinese	G / F / P	G / F / P	Tamil	G / F / P	G / F / P
Dialect (please specify) :	G / F / P	G / F / P	Others (please specify) :	G / F / P	G / F / P
1. _____	G / F / P	G / F / P	1. _____	G / F / P	G / F / P
2. _____	G / F / P	G / F / P	2. _____	G / F / P	G / F / P

**XI. PROFESSIONAL CLUB MEMBERSHIPS**

From MM/YY	To MM/YY	Association/Club/Society/Company	Position Held
/	/		
/	/		
/	/		
/	/		

**XII. HOBBIES / INTERESTS / GAMES**


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**XIII. ADDITIONAL INFORMATION**

1. What is your expected salary ?	\$
2. What length of notice is required by your current employer ?	
3. Have you been or are you suffering from any disease / illness / major medical condition / mental disorder or physical impairment ?	Yes/ No
4. Have you been discharged or dismissed from the service of your previous employers ?	Yes/ No
5. Have you been convicted in a court of law in any country ?	Yes/ No
6. Have you ever been served with a garnishee order or a writ of seizure and sale or been declared a bankrupt?	Yes/ No
7. Are you aware if any bankruptcy proceedings have been commenced against you and which have not been discharged or satisfied?	Yes/ No
8. Do you have any share in any business undertaking other than that in a public-listed company ?	Yes/ No
9. Are you holding directorship or other appointment in any company ?	Yes/ No
10. Do you have any relatives working in the SPH Group or in the newspaper-vending business?	Yes/ No
11. Have you applied for any employment in the SPH Group before?	Yes/ No
<p>If your answer to any of the above is yes, please give details in the space provided.                  (If space is insufficient, please continue on an attachment.)</p>	

**XIV. DECLARATION**

I declare that all information given herein are true and correct. I understand that a misrepresentation or omission of facts will be sufficient cause for cancellation of consideration for employment or dismissal from the Company's service if I have been employed.

\_\_\_\_\_

Signature / Date

**XV. FOR HR DIVISION USE**

Applicant to replace \_\_\_\_\_ or to fill a new position.

Appointment \_\_\_\_\_ Starting Salary \_\_\_\_\_ Executive Level \_\_\_\_\_

Salary Range \_\_\_\_\_ Date of Commencement \_\_\_\_\_

**Regular / Temporary**

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