

29. SPECIFIC GUIDELINES FOR CLASSIFIED ADVERTISEMENTS (continued)

Guidelines

Reference

(L) Classified Jobs And Executive Appointment (Continued)

- **Age**

Text cannot mention age preference, e.g. 'Age between 30 and 40 years', or 'Candidates below 35 preferred.' Examples of acceptable text:

- 2 or 3 years of working experience.
- Physical work required.
- Selected candidates required to handle heavy equipment.
- Candidates must be able to interact with teenagers and young adults.
- Confident in demonstrating dance routine to the young.

Unacceptable examples:

- Young
- Youthful working environment
- Fresh graduates

Text mentioning Age Above 21 is acceptable.

- **Gender**

The use of gender-specific designation in job advertisements is not acceptable. The words "Male" or "Female" are not allowed in recruitment advertisements.

For Waiter, Steward, etc. – need to state both Waiters/Waitresses, Steward/ Stewardess, etc.

Text cannot mention preference for male or female applicants, e.g. 'Female sales exec' or 'Male Despatch Rider wanted'.

Examples of acceptable text:

- Selected candidates required to handle heavy equipment.
- Women's fashion boutique needs sales staff.
- Job requires modelling of ladies clothes.
- Physical work required.
- Required to work long hours.

- All employment agencies/ companies supplying manpower (local/ foreign) must have employment agency licence from Ministry of Manpower. The advertisement copy should include company's name and licence number.

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