

|  |
| --- |
| *Please read instructions on the back page before you fill in this form. Attach additional pages if necessary.* *\*delete where appropriate* |
| **(A) POSTS(S) APPLIED FOR** (in order of preference, if applicable) |
| **1.**  **2.**  **3.**  Have you previously applied for a job in NAC? **\*** Yes/No  Indicate position and date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Are you prepared to consider posts other than those you have listed above? □ Yes □ No |

|  |  |  |  |
| --- | --- | --- | --- |
| **(B) PERSONAL PARTICULARS** | | | |
| Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Underline Surname)  ID Type:**\***NRIC(Pink)/NRIC(Blue)/Passport ID No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Permanent Resident : □ Singapore  □ Others – Country:  Held since:  Present Citizenship: □ Singapore  □ Others – Country:  Held since:  Previous Citizenship (if any): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Contact No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Earliest date of starting work if offered appointment (e.g. immediately, within one month): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
|  | Monthly (S$) | | Annual (S$) |
| Expected Gross Salary (Optional) |  | |  |

|  |
| --- |
| **(C) ADDITIONAL DETAILS** |
| What are your career aspirations and why do you want to join the Public Service? |

|  |  |  |  |
| --- | --- | --- | --- |
| **(D) WORK EXPERIENCE / SCHOOL ATTACHMENT / INTERNSHIP** | | | |
| **Current/ Most Recent Job** | | | |
| Organisation Name and Nature of Business |  | | |
| Designation |  | | |
| Date Joined |  | Date Left |  |
| Brief Description of Job Duties & Major Achievements  (to include type of employment, e.g. permanent/contract/casual) |  | | |
| **Previous Job (in chronological order)** | | | |
| Organisation Name and Nature of Business |  | | |
| Designation |  | | |
| Date Joined |  | Date Left |  |
| Brief Description of Job Duties & Major Achievements  (to include type of employment, e.g. permanent/contract/casual) |  | | |
| **Previous Job** | | | |
| Organisation Name and Nature of Business |  | | |
| Designation |  | | |
| Date Joined |  | Date Left |  |
| Brief Description of Job Duties & Major Achievements  (to include type of employment, e.g. permanent/contract/casual) |  | | |
| **Previous Job** | | | |
| Organisation Name and Nature of Business |  | | |
| Designation |  | | |
| Date Joined |  | Date Left |  |
| Brief Description of Job Duties & Major Achievements  (to include type of employment, e.g. permanent/contract/casual) |  | | |
| **Previous Job** | | | |
| Organisation Name and Nature of Business |  | | |
| Designation |  | | |
| Date Joined |  | Date Left |  |
| Brief Description of Job Duties & Major Achievements  (to include type of employment, e.g. permanent/contract/casual) |  | | |
| **Previous Job** | | | |
| Organisation Name and Nature of Business |  | | |
| Designation |  | | |
| Date Joined |  | Date Left |  |
| Brief Description of Job Duties & Major Achievements  (to include type of employment, e.g. permanent/contract/casual) |  | | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **(E) ACADEMIC QUALIFICATION (TERTIARY)** If you wish to highlight subjects that are relevant to the job, please provide details. | | | | | | | | | | |
| Qualification Level (e.g. ITE/Diploma/Degree/Post-Graduate Degree/Doctorate): | | | | | | | | | | |
| Certificate Attained/ Expected Certificate Attained: | | | | | | Year Obtained/ Expected Year of Graduation: | Duration of Course(YYMM): | | | |
| Course Structure :  \*On campus/Correspondence | Course Type:  \*Full-time/Part-time | | | | | Course of Study: | | | | |
| Institution Attended: | Country of Study: | | | | | Institution Issuing the Qualification (if different from Institution Attended): | Country of Institution Issuing the Qualification: | | | |
| Subject | | | Grade | | | Subject | | | Grade | |
|  | | |  | | |  | | |  | |
|  | | |  | | |  | | |  | |
|  | | |  | | |  | | |  | |
|  | | |  | | |  | | |  | |
|  | | |  | | |  | | |  | |
|  | | |  | | |  | | |  | |
|  | | |  | | |  | | |  | |
|  | | |  | | |  | | |  | |
|  | | |  | | |  | | |  | |
| **(F) ACADEMIC QUALIFICATION (NON-TERTIARY)** If you wish to highlight subjects that are relevant to the job, please provide details. | | | | | | | | | | |
| Qualification Level: | | Year Obtained/ Expected Year of Graduation: | | | Qualification Level: | | | Year Obtained/ Expected Year of Graduation: | | |
| Certificate Attained/ Expected Certificate Attained: | | | | | Certificate Attained/ Expected Certificate Attained: | | | | | |
| Course Structure : \*On campus/Correspondence | | | | | Course Structure : \*On campus/Correspondence | | | | | |
| Year Obtained/ Expected Year of Graduation: | | | | | Year Obtained/ Expected Year of Graduation: | | | | | |
| Duration of Course(YYMM): | | | | | Duration of Course(YYMM): | | | | | |
| Institution Attended: | | | | | Institution Attended: | | | | | |
| Country of Study: | | | | | Country of Study: | | | | | |
| Subject | | | | Grade | Subject | | | | | Grade |
|  | | | |  |  | | | | |  |
|  | | | |  |  | | | | |  |
|  | | | |  |  | | | | |  |
|  | | | |  |  | | | | |  |
|  | | | |  |  | | | | |  |
|  | | | |  |  | | | | |  |
|  | | | |  |  | | | | |  |
|  | | | |  |  | | | | |  |
|  | | | |  |  | | | | |  |
|  | | | |  |  | | | | |  |

|  |  |
| --- | --- |
| **(G) AWARDS & PRIZES** | |
| Year | Description |
|  |  |
|  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **(H) ACADEMIC SCHOLARSHIPS & BURSARIES** | | | | | |
| Date From | Date To | Sponsoring Organisation | Name of Scholarships/Busaries | Bonded From (year) | Bonded To (year) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |
| --- | --- |
| **(I) OTHER CERTIFICATIONS** | |
| Title of Certificate Obtained: | |
| Institution Issuing the Qualification: | Country of Institution Issuing the Qualification: |
| Overall Grade: | Year Obtained: |

|  |  |
| --- | --- |
| **(J) CURRENT PROFESSIONAL REGISTRATION** | |
| Year of Registration | Professional Board |
|  |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| **(K) MEMBERSHIP OF SOCIETIES, CLUBS AND ASSOCIATIONS** | | |
| Name of Societies / Clubs / Associations (in full) | Date Joined | Position Held |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **(L) CCA/ SPORTS** (Please enter only major/ key activities) | | |
| Date From: | Date To | CCA/ Sports (Please indicate position held or level of participation) |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| **(M) LANGUAGE PROFICIENCY** | |
| Language/Dialect | Proficiency (Written & Spoken/Spoken only) |
|  |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| **(N) 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. The Council may contact the referees stated.) | | |
|  | Referee 1 | Referee 2 |
| Full Name |  |  |
| Relationship |  |  |
| Company Name, Designation |  |  |
| Years Known |  |  |
| Email Address |  |  |
| Tel No. |  |  |

|  |  |
| --- | --- |
| **(O) DECLARATION** | |
| 1. I hereby give my consent to the relevant Government agencies to: 2. Obtain and verify information from or with any source (including third parties) as deem appropriate by the relevant Government agency for the purposes of assessing my application for employment. 3. Share my personal data set out in this application form with other Government agencies for the purposes of recruitment and review of recruitment practices and for it to be also used as part of de-identified and aggregated data for reporting purposes. 4. I declare that all the information given by me in this application for employment and any additional documents attached hereto are true to the best of my knowledge and that 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 Service may be terminated summarily or I may be dismissed from the Service.   By By signing below, I hereby certify that I have read and understood all of the clauses above and that I agree to all of them | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of Applicant | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date |

Instructions to applicants:

1. The application form must be completed in accordance with the instructions on this form. Applications that are not properly completed may be rejected.
2. ID No. – Please fill in your NRIC Number if you are a Singaporean or a Malaysian, your NRIC Number (Blue) if you are a Singapore Permanent Resident (Non-Malaysian), or your Passport Number if you are a foreign citizen.
3. Attach one copy each of your educational/professional certificates and testimonials (if any). Please do not forward the originals, as these will only be required if you are subsequently called for an interview. If your original documents have been lost or mislaid, please obtain authenticated duplicates or certified true copies from the issuing authorities.
4. The Council does not enter into correspondence with regard to the reasons for selection or non-selection of candidates. Only shortlisted candidates will be notified.