

Job Application Form



Private & Confidential

Post applied for : _____
(Allied Health & Non-Clinical Positions)

Passport Size
Photograph

Personal Particulars

Name (as in NRIC/Passport):		Gender*:	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Address		Tel No. (Home):		
		Tel No. (Office):		
		Handphone No.:		
		Email Address:		
Postal Code ()				
NRIC / Passport No.:		Nationality*:		
Place of Birth*:	Date of Birth*:	Marital Status*:		
Race*:	Dialect Group*:	Religion*:		

Family Particulars (please include parents, spouse, siblings and children)

Name	Relationship	Age	Occupation
	Father		
	Mother		
	Spouse		

Emergency Contact (person to be notified in the event of emergency)

Name:	Relationship:
Address:	
Tel No. (Home/Office):	Handphone No.:

National Service / Reservist Details

Status	<input type="checkbox"/> Liable	<input type="checkbox"/> Exempted	<input type="checkbox"/> Completed	<input type="checkbox"/> Not Applicable
Date of Enlistment:	Date of Completion:			
Unit (for reservist):	Last Rank Held:			
Reasons for Exemption:				

Professional & Personal References (should not be relatives of applicants)

Name	Relationship	Tel No.	Years Known	Occupation

* These fields are for administrative purposes only

Educational Details *(Primary/Secondary/Diploma/Degree/Post Graduate)*

Name of Institute	From	To	Highest Standard Attained

Professional Qualification / Training Courses *(either completed or currently pursuing)*

Name of Institution	From	To	Certification Attained

Professional Membership Details

Name of Institution	Valid From	Expiring On	Type of Membership

Language Proficiency *(please tick accordingly)*

Languages / Dialects	English	Mandarin	Malay	Tamil	Hokkien	Cantonese	Teochew			
Spoken & Written										
Spoken Only										

Computer Literacy Skills

Types of Software <i>(spreadsheet, wordprocessing, programming languages, software used in the course of work)</i>	Standards <i>(please tick)</i>		
	Advance	Intermediate	Elementary

In less than 100 words, please tell us why you applied for this job and why you think you are the best person for the job.

General Information

Have you ever been convicted in any court of law? Yes No

If yes, please furnish details : _____

Have you ever been discharged, dismissed or terminated from your previous employment? Yes No

If yes, please furnish details : _____

Have you ever been declared bankrupt? Yes No

If yes, please furnish details : _____

Are you suffering from any handicaps, ailments, disease or is under long term medication? Yes No

If yes, please furnish details : _____

Do you possess a valid driving licence? Yes No

If yes, please furnish details : _____

Have you ever made a previous job application with the NKF? Yes No

Position : _____ Date of Application : _____

Do you have any friends / relatives working in the NKF? Yes No

Name : _____ Relationship : _____

How did you come to know of this vacancy?

Advertisement Internet Recommended by : _____ Agencies : _____

Please indicate your hobbies : _____

May we contact your past employers for a reference check? Yes No

Expected Salary	Notice Period	Earliest Commencement Date

Declaration

I hereby declare that the information furnished is correct and true to the best of my knowledge. I fully understand, accept and agree that if at any time after my appointment with the NKF, it is found that I have made a false declaration, the NKF has the absolute right to dismiss my employment forthwith.

I fully understand that I have to undergo a pre-employment medical examination and passing it is a condition precedent to my confirmation of appointment. I express my willingness to be examined and to furnish the consulting physician with full details of my previous medical history.

By disclosing my information in this application, I agree to allow NKF conduct reference check with my past employers and allow my past employers to disclose information related to my application and allow NKF to use the information strictly for Human Resource purposes only.

I shall not hold NKF responsible for any liability, demand, suit, proceeding, costs and expenses of any nature from the use/release of such information as part of Human Resource administration.

Applicant's Signature: _____ Date: _____

For Official Use Only (For Appointment only)

Job Designation: _____ Department: _____

Monthly Basic Salary: _____ Commencement Date: _____

Employment Status: Part-Time Full-Time Temporary

Remarks (if any): _____

Head of Department: _____ HR Representative: _____
(Signature/Date) (Signature/Date)