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Application for Administrative & Professional / Non-Academic Appointments

You may take approximately 20 minutes to fill up this form. The following documents will be required for completing the form:

- Identity Card/Passport
- Educational Certificates
- National Service Certificate of Service (if applicable)

Please return the completed form to **CRISP, National University of Singapore, Block SOC-1 Level 2, Lower Kent Ridge Road, Singapore 119260.**

POST APPLIED FOR:		Date & source of advertisement:		
Will you consider other posts beside the post applied for? Yes / No				
PERSONAL DETAILS				
Title and Full Name as in Passport / Identity Card (<i>underline Surname / Family Name</i>): Dr / Mr / Mrs / Mdm / Ms / Miss			Name in Chinese characters, if applicable:	
Postal Address:		Telephone Nos.: (Office) _____ (Mobile) _____		
Home Address (<i>if different from Postal Address</i>):		E-mail Address:		
Foreign Address (if applicable):		Nationality:		
		Singapore Permanent Resident: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please attach a copy of Entry Permit and indicate: -</i> Date PR issued:		
Date of Birth:	Country of Birth:	For Singapore / Malaysian Citizens and Singapore PRs only		
		Identity Card No.:	Colour: <input type="checkbox"/> Pink	
Race:	Religion:	Old Identity Card No.:	<input type="checkbox"/> Blue	
		<i>(For Malaysian Citizens Only)</i>		
Gender:	Marital Status: Single / Married / Divorced / Widowed / Separated	For Foreigners only		
		Passport No.:	Date of Issue:	
		Place of Issue:	Date of Expiry:	
EDUCATION (<i>List Schools / Institutions / Universities attended and currently attending. Please attach copies of relevant certificates and transcripts</i>)				
From	To	Schools / Institutions / Universities	Country	Qualifications Attained

MEMBERSHIP OF PROFESSIONAL INSTITUTIONS OR SOCIETIES

Year	Name of Institution / Society

SCHOLARSHIPS / AWARDS / SPONSORSHIPS

Year	Type of Award / Awarding Body	Period of Bond <i>(indicate if currently serving a bond)</i>

LANGUAGE PROFICIENCY

Written & Spoken	Proficiency <i>(indicate fluent / good / fair)</i>	Spoken Only	Proficiency <i>(indicate fluent / good / fair)</i>

EMPLOYMENT DETAILS *(Starting with your present / last appointment. Use separate sheet if necessary)*

From <i>(DD/MM/YY)</i>	To <i>(DD/MM/YY)</i>	Company	Position Held	Gross Salary	Reason(s) for Leaving

Please state current / latest bonuses- 13 th Month AWS Yes / No Variable Bonus _____ month(s)	Expected Gross Salary: Resignation Notice Period: Earliest Commencement Date if Appointed:	May we write to your previous employer(s) for a reference? Yes / No
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NATIONAL SERVICE RECORD *(Please attach a copy of the NS Certificate of Service)*

Date Enlisted	Date Discharged	Type of Service SAF / SPF / SCDF	Highest Rank Attained

*If you have not served National Service, state whether you have been exempted. Yes / No
If so, please quote Exemption Notice number and date:*

FAMILY BACKGROUND

Full Name	Date & Place of Birth	Nationality	Occupation	Present Address
Father				
Mother				
Spouse				
Children <i>(if applicable)</i>				

Is your spouse or any of your relative(s) presently working in the University? Yes / No
If Yes, please state his/her name, relationship and department _____

COUNTRIES IN WHICH YOU HAVE RESIDED DURING THE PAST 5 YEARS

From	To	Address	Country

PLEASE ANSWER THE FOLLOWING QUESTIONS.

- Do you have a criminal record in Singapore? Yes / No
- Have you ever been convicted in a court of law in any other country, excluding parking offences or criminal records disclosed above? Yes / No
- 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)? Yes / No
- Are you aware of being under any current police investigations in Singapore or in any other country following allegations made against you? Yes / No
- Have you ever been dismissed, discharged, terminated or suspended from employment? Yes / No
- Have you been, or are you under any financial embarrassment? Yes / No
- Have you ever had, or are you suffering from any
 - medical condition? Yes / No
 - physical impairment? Yes / No
 - mental illness? Yes / No
- Have you ever had any surgical operation previously? Yes / No

If your answer is "Yes" to any of the questions above, please state details below *(use separate sheet if necessary)*.

- Have you ever applied for position(s) at the University before? Yes / No

If Yes, state date, post and department applied _____

OTHER INFORMATION

Any other relevant information you would like to give in support of your application *(use separate sheet if necessary)*:

Extra-Curricular Activities :

Computer Knowledge :

Others :

DECLARATION

I declare that the particulars in this application are true to the best of my knowledge and belief, and I have not wilfully suppressed any material facts. Any misrepresentation or omission of information will be grounds for withdrawal of an employment offer or for dismissal.

Signature of Applicant

Date