



## APPLICATION FOR APPOINTMENT

Note : Please read the following instructions carefully.

1. This form is to be completed with photograph attached.
2. Copies of your educational, national service certificates and testimonials are to be submitted with the application.
3. False particulars or wilful suppression of any material fact shall render you liable to disqualifications, or, if appointed, to dismissal and/or appropriate legal proceedings.

A Recent Photo of  
 Yourself to be  
 Affixed Here

POST APPLIED FOR : \_\_\_\_\_

### Applicant's Particulars

Name ( * Mr / Miss / Mrs / Mdm / Ms )		Nric / Passport No. ( * Blue / Pink / Others )		Home Contact No:	
Address				Pager No:	
				Handphone No:	
		# Marital Status		# Age	# Date of Birth
Place of Birth	Nationality	# Religion	# Race	Driving Licence : Class	
<b>National Service</b>		Period of Active Duty (MMYY to MMYY)			Last Rank Held

### Educational Qualifications (Please attach results/transcripts)

Name of School attended	Date of Admission	Date of Leaving	Highest Standard Attained

### Results of GCE 'N' / 'O' / 'A' / SPM / STPM

* GCE 'O' / 'N' / SPM Subject	Grade	* GCE 'A' / STPM Subject	Grade

\* Delete whichever is inapplicable

# Information is used for administrative purposes and is not used for selection

**Other Qualifications Skills/Professional Membership**

Obtained

Currently pursuing

Knowledge of Computer Software

Type of Scholarship / Bursary Awards	Duration	Amount	Bond : * Yes / No If 'Yes', please state no. of years bonded
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**Knowledge of Spoken and Written Languages**

**In case of emergency :**

Language spoken only		Name	Relationship:
Language written only		Address	
Language spoken and written		Contact No.	S'pore ( )

**Employment History (Start with most recent employment)**

Name of Employer	Position Held	Date Joined	Last Day of Service	Last Drawn Salary	Allowance	Reason(s) for Leaving

Notice period required by your employer :

Expected Salary :

**Activities (Details of Membership of any club/society/sports/games and position of responsibility held)**

ECA Details	Position(s) Held	Period of Active Service (MM/YY to MM/YY)

**# Particulars of Family Members**

Name	Relationship	Age	Occupation

\* Delete whichever is inapplicable

# Information is used for administrative purposes and is not used for selection

**Please answer the following questions by circling "Yes" or "No". If "Yes", give details in the right hand column.**

1. Have you ever been previously employed by SingPost or any other company within the SingPost group? If Yes, please indicates job title and last day of service.	Yes / No	
2. Have you ever applied for employment in SingPost or any other company within the SingPost Group?	Yes / No	
3. Have you ever been dismissed, terminated or suspended from the service of the government, statutory board or any other organisation/company ?	Yes / No	
4. Have you ever been charged with any offence or convicted of a criminal charge or for drug offence or detained by the authorities under the provisions of any law in any country ?	Yes / No	
5. Have you been or are you under any financial situation/embarrassment i.e. (a) an undischarged bankrupt, (b) a judgment debtor, (c) have unsecured debts and liabilities of more than 3 months of last-drawn pay, (d) have signed promissory note or an acknowledgement of indebtedness?	Yes / No	
6. Have you been or are you suffering from any physical or mental impairment or disability ?	Yes / No	
7. Have you been or are you suffering from any medical or chronic condition? (eg. Diabetes, asthma, allergies etc.)	Yes / No	
8. Are you referred by a friend / relative working in SingPost ? If yes, please indicate his / her name, job title and department.	Yes / No	
9. Do you have immediate family members working for any company of which their business maybe in competition with SingPost or any of its subsidiaries, such as courier, pawnbroking e.t.c?	Yes / No	
10. Do you have any family members/relatives working in SingPost or is related to any members of SingPost Board of Directors?	Yes / No	
11. Did you learn about the job vacancy through our newspaper advertisement ? If yes, please indicate which newspaper and date of advertisement.	Yes / No	

If you are offered a post in SingPost, when can you start work ?

**DECLARATION**

I certify that all information given in the application is to my knowledge true and correct 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, the company shall have the right, if I am appointed, to dismiss me or terminate my services without notice and without assigning any reason therefor. I also understand that upon accepting the job offer from SingPost, I shall agree to comply with all the terms of employment, rules and regulations of the company, and benefits terms and coverage which may change from time to time and the prevailing policies relating to bonuses and rewards.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

**For Official Use**

Interview Date : \_\_\_\_\_  
 Name / Designation of Interviewer(s) : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>For HR use only</b>

Interviewer's Comments : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Outcome:**  Selected  Unsuitable  KIV : \_\_\_\_\_