##### **NorthLight School**

Photo

151 Towner Road Singapore 327830

# JOB APPLICATION FORM

|  |  |
| --- | --- |
| **Instructions** | |
| **1**  **2** | Please complete this form neatly and attach copies of **detailed** examination results or transcripts, certificates of qualifications obtained, employment testimonials or statements of service, latest payslip, Birth/Citizenship Certificate, Marriage Certificate and SAF Certificate of Conduct, where applicable.  Applicants applying for **more than** one post should indicate the posts applied for and submit only **one** application form. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Post(s) Applied For** | **Notice Period**  **Required** | **Earliest Available Date** | **Expected Monthly Gross Salary** |

**SUBJECTS/SPECIALISATION (For teaching appointment only)**

|  |
| --- |
| Course/Subjects capable of teaching: |

**I PERSONAL PARTICULARS**

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name (Underline Surname/Family Name)  Dr/Mr/Mrs/Mdm/Miss\* | | | Name in Chinese Characters  (where applicable) |
| Address | | | Office Tel No  Home Tel No  Mobile No  E-mail Address |
| Residential Status in Singapore  (Check box below) | | Nationality | Ethnic Group |
|  | Singaporean/Singapore PR |
|  | Foreigner |
| Year of Birth | | Country of Birth | Religion  (Please specify denomination, if applicable) |
| Marital Status \*Single/Married/Divorced/Widowed | | |

**II PARTICULARS OF FAMILY MEMBERS**

|  |  |
| --- | --- |
| Spouse’s Particulars | Name |
| Occupation |
| Name and Address of Employer |
| Children’s Particulars | Please indicate number and age(s) of child/children |

\* Delete where inapplicable

**III NATIONAL SERVICE STATUS (Please tick (√) where applicable)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Completed |  | Full-Time |  | Part-Time |  | Period(s) of Full-time Service (Mth & Yr)  From: To: |
| Deferred |  | Exempted |  | Others |  | Current Reservist Rank |

**IV ACADEMIC QUALIFICATIONS (Primary, Secondary, GCE ‘N’, GCE ‘O’, GCE ‘A’ or equivalent)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of School/College | Medium of Instruction | From (Mth & Yr) | To (Mth & Yr) | Qualifications Obtained |
|  |  |  |  |  |

**V PROFESSIONAL QUALIFICATIONS (Certificate, Diploma, Degree, Post-Graduate or equivalent)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Institution/Country | Full-time/  Part-time/  Distance-  Learning | From  (Mth & Yr) | To  (Mth & Yr) | Qualifications Obtained  (include class of Honours) |
|  |  |  |  |  |

**VI KNOWLEDGE OF LANGUAGES**

|  |  |
| --- | --- |
| Proficiency | Language |
| Written & Spoken |  |
| Spoken only |  |

**VII SCHOLARSHIPS/AWARDS**/**DECORATION/COMMENDATION**

|  |  |  |
| --- | --- | --- |
| Details of Award | Awarding Organisation | Year of Award |
|  |  |  |

**VIII MOTIVATION FOR JOINING NLS**

|  |  |
| --- | --- |
|  | Please briefly indicate your interest for joining NLS and why you consider yourself well suited for the position you are applying:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**IX PRESENT EMPLOYMENT (If unemployed, please state so)**

|  |  |  |
| --- | --- | --- |
| **Job Title** | **Full-time/**  **Part-time\*** | **Name and Address of Employer** |
| **Date Appointed** | **Current Monthly Gross Salary (exclude bonuses and allowances)** | |
| **Bonuses and Allowances (Please specify types and amount received per month or annually)** | | |
| **Brief Description of Duties** | | |
| **Reason(s) for Wanting to Leave Job** | | |

###### **X PREVIOUS EMPLOYMENT**

**(Please list in chronological order starting from most recent employment and use additional sheets if necessary)**

|  |  |  |
| --- | --- | --- |
| **Job Title** | **Full-time/**  **Part-time\*** | **Name and Address of Employer** |
| **Period(s) of Employment (Mth & Yr)**  **From: To:** | **Last Drawn Monthly Gross Salary** | |
| **Brief Description of Duties** | | |
| **Reason(s) for Leaving Job** | | |
| **Job Title** | **Full-time/**  **Part-time\*** | **Name and Address of Employer** |
| **Period(s) of Employment (Mth & Yr)**  **From: To:** | **Last Drawn Monthly Gross Salary** | |
| **Brief Description of Duties** | | |
| **Reason(s) for Leaving Job** | | |
| **Job Title** | **Full-time/**  **Part-time\*** | **Name and Address of Employer** |
| **Period(s) of Employment (Mth & Yr)**  **From: To:** | **Last Drawn Monthly Gross Salary** | |
| **Brief Description of Duties** | | |
| **Reason(s) for Leaving Job** | | |

**XI GENERAL INFORMATION** (Please tick (√) where applicable)

|  |  |  |
| --- | --- | --- |
|  | Have you ever been interviewed for an appointment with NLS before? If so, please indicate date of interview and post applied for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Yes ( ) No ( ) |
|  | Are you related to anyone in NLS or NLS Board Members? If so, please state the name of the person and the relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Yes ( ) No ( ) |
|  | Are you suffering or have you suffered from any physical impairment, disability or any other medical condition? If so, please give details of the condition and state if you still require medical attention on a separate sheet. | Yes ( ) No ( ) |
|  | 1. Do you have a criminal record1 in Singapore?   1 (By this, we refer only to a criminal record of a conviction under the Registration of Criminals Act.) | Yes ( ) No ( ) |
|  | b) 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 your ever been dismissed or suspended from a job? | Yes ( ) No ( ) |
|  | Are you in debt (excluding staff loans or loans from approved financial institutions) at the moment? | Yes ( ) No ( ) |
|  | Have you any financial obligations (as surety or principal to deeds, undertakings or agreements)? | Yes ( ) No ( ) |
|  | Are you currently serving, or have you ever broken, a bond or minimum service period in your current or previous employment? If so, please give details:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Yes ( ) No ( ) |
|  | Are you an undischarged bankrupt? If so, please give details:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Yes ( ) No ( ) |

**XII CHARACTER REFEREES** (One of the referees should be your current or previous employer)

|  |  |
| --- | --- |
| Name (Dr/Mr/Mrs/Mdm/Miss\*) | Years Known |
| Email address | Tel No |
| Occupation & Employer |  |
| Name (Dr/Mr/Mrs/Mdm/Miss\*) | Years Known |
| Email address | Tel No |
| Occupation & Employer | |

#### ****XIII DECLARATION****

|  |
| --- |
| I declare that the statements given in this Application Form and those on the sheets attached are true to the best of my knowledge and belief, and that I have not willfully suppressed or omit any material fact. I am aware that willful suppression or omission of material fact or declaration of false information will render me liable to disqualification, or if appointed, to disciplinary action, and dismissal or termination immediately as NLS may deem fit.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Applicant Date |