



55 Market Street, #09-01  
Singapore 048941  
www.jobstudio.com.sg

Tel: +65 6422 1390  
Fax: +65 6225 5901  
hr@jobstudio.com.sg

## Employment Application Form

<b>POSITION 1:</b>
<b>POSITION 2:</b>

For official use:

### PART A: PERSONAL DETAILS (FOR ADMINISTRATION PURPOSE ONLY)

<b>Name, as in Passport/NRIC:</b> (Title: Dr / Mr / Mrs / Ms)			Please attach recent passport size photo here
<b>NRIC Number:</b>	<b>Date of Birth:</b>	<b>Sex:</b> Male / Female	
<b>Country of Birth:</b>	<b>Race:</b>	<b>Marital Status:</b> Single / Married / Separated / Divorce / Widowed	
<b>Nationality:</b>	<b>Citizenship:</b>	<b>Singapore PR:</b> Yes / No	<b>Driving License:</b> Class 2A / 2A / 2B / 3 / 4 / 5
<b>Contact Information in Singapore / Overseas</b>			
<b>Residential Address:</b>			
<b>Email:</b>	<b>Residential Telephone Number:</b>	<b>Mobile Number:</b>	

### PART B: FAMILY (CONTACT PERSON / NEXT OF KIN - In case of emergency)

<b>Name:</b>		<b>Relationship:</b>	
<b>Present Employment:</b>		<b>Position:</b>	
<b>Mobile Number:</b>		<b>Email:</b>	

### PART C: Educational/Professional Qualifications (including courses currently pursuing)

Name of School/College/ University Attended	Country	Duration of Course		Qualification Attained
		From (MM/YY)	To (MM/YY)	



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#### PART D: LANGUAGE PROFICIENCY

Language/Dialects	Written (Please ✓ one)			Spoken (Please ✓ one)		
	Poor	Fair	Fluent	Poor	Fair	Fluent
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### PART E: COMPUTER KNOWLEDGE & SKILLS (What computer applications are you familiar with?)

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#### PART F: EMPLOYMENT HISTORY (Please start with your current or most recent employment)

<b>Company Name</b>			
<b>Start/End Dates (MM/YY)</b>	<b>Designation</b>	<b>Current/Last Drawn Monthly Salary</b>	<b>Allowance &amp; Bonus (if any)</b>
<b>Brief Description of Duties</b>			
<b>Reason(s) for Leaving</b>			
<b>Company Name</b>			
<b>Start/End Dates (MM/YY)</b>	<b>Designation</b>	<b>Current/Last Drawn Monthly Salary</b>	<b>Allowance &amp; Bonus (if any)</b>
<b>Brief Description of Duties</b>			
<b>Reason(s) for Leaving</b>			



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Company Name			
Start/End Dates (MM/YY)	Designation	Current/Last Drawn Monthly Salary	Allowance & Bonus (if any)
Brief Description of Duties			
Reason(s) for Leaving			

#### PART G: RECORDS OF NATIONAL SERVICE (For Singaporeans and Permanent Residents Only)

Date of Enlistment	ORD/ROD	PES Status	Vocation
*If you have not served full-time National Service, please state your reason(s) for exemption.			

#### PART H: OTHER INFORMATION

Questions	Please delete whichever is not application		If yes, please give details
	Yes	No	
Have you been or are you suffering from any physical impairment, disease or mental illness?	Yes	No	
Do you smoke?	Yes	No	
Have you ever been dismissed or discharged from the service of any company?	Yes	No	
Have you ever been convicted in a Court of Law in any country?	Yes	No	
Have you ever been declared bankrupt?	Yes	No	
Are you in debt/bonded?	Yes	No	



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### PART I: REMUNERATION AND AVAILABILITY

**Present Basic Salary per Month:**

<b>Bonus:</b>	<b>Fixed:</b>	<b>Variable:</b>
<b>Commission/Profit Sharing:</b>		<b>Transport Allowance:</b>
<b>Expected Salary per Month:</b>		
<b>Notice Period (For applicants currently employed):</b>		
<b>Earliest Date of Commencement, if appointed:</b>		

### PART J: DECLARATION

- I hereby declare that the information given by me in this form is correct and true to the best of my knowledge.
- I agree that any false declaration made by me on this application or any wilful suppression of any material facts will be sufficient ground for disqualification or dismissal if appointed by our clients.
- I agree not to consider any form of employment with any clients of JOBSTUDIO Pte. Ltd. after attending interview(s) with the said client arranged by JOBSTUDIO Pte Ltd for a period of six months from the date of interview or termination of assignment, without the prior consent and knowledge of JOBSTUDIO Pte. Ltd.
- I agree that JOBSTUDIO Pte. Ltd. is entitled to placement fees upon successful hire, payable by the said client. Upon endorsement of the letter of appointment or expression of acceptance in writing, I agree that in any event that I do not start work or resign within 100 working days, a penalty of 80% (exclusive of GST) of the offered monthly basic salary shall be made payable by me to JOBSTUDIO Pte. Ltd.
- I agree that my application will constitute informed consent to the collection, use and /or disclosure of personal data by JOBSTUDIO Pte. Ltd. for its business purpose in compliance with the relevant provision of the Personal Data Protection Act 2012

I consent to JOBSTUDIO Pte. Ltd. request for my contact details to be utilized in future for its marketing efforts via email, electronic texts and social media platforms.

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

\_\_\_\_\_  
**Date**