

# Employment Application

## Instructions:

- One copy of all educational, academic, professional certificates and testimonial should be attached.
- The words 'NIL' or 'NA' should be entered where necessary.

**Position Applied for:** \_\_\_\_\_

Expected Salary :  Earliest available date:

I come to know of this vacancy through : \_\_\_\_\_

## Personal Particulars

Name (as in NRIC/Passport, underline surname)	
Home Address	
Mailing Address (if different from above)	
Tel No (Home)	Handphone No
Email Address	

## Language Proficiency *(Please indicate your level of proficiency)*

Languages	Written			Spoken		
	Average	Good	Excellent	Average	Good	Excellent

37 Jurong Port Road, Singapore 619110  
Telephone: (65) 6265 0666  
Email: [hr@jp.com.sg](mailto:hr@jp.com.sg) Website: [www.jp.com.sg](http://www.jp.com.sg)

Revised on: 13 Aug 2019

## Educational Qualifications

Level	School / College & Country	Period Attended		Highest Qualification Obtained
		From (mm/yy)	To (mm/yy)	
Primary				
Secondary				
Junior College/ Pre-U				
Tertiary				
Others				

## Professional Qualifications or Courses attended/Currently Pursuing

Name of Course	Name of Institution	Period Attended		Qualification Obtained
		From (mm/yy)	To (mm/yy)	

Professional Membership: \_\_\_\_\_

## Other Skills

Computer Software Knowledge *MS Word/ MS Excel/ MS Powerpoint/ Others (Please specify)	Driving License *Yes/ No Class *2 / 3 / 4 / 5
Other skills	

\* Delete where inapplicable.

## Employment History

*Present / most recent employment*

From (mm/yy)	To (mm/yy)	Name of Employer	Position	Reporting To (Name/Position)	Reason for leaving
Monthly Basic Salary (SGD)	Monthly Fixed Allowances (please specify type)		Fixed Bonus / AWS (no. of month)  Variable Bonus (no. of month)  Other compensation		Notice period required from present employer:

Other employment history, excluding present / most recent employment

Period		Name of Employer	Position	Basic Salary Last Drawn	Reasons for Leaving
From (mm/yy)	To (mm/yy)				

**Reference** (Please give names of your current or previous supervisors)

	Referee 1	Referee 2
<b>Full Name</b>		
<b>Relationship</b>		
<b>Company Name, Designation</b>		
<b>Years Known</b>		
<b>Email Address</b>		
<b>Contact Number</b>		
Do you have any objections to reference being made to your present employer: * Yes/ No		

### Other Information

(a) Are you prepared to go for overseas posting?	*Yes / No
(b) Have you ever worked or applied for a job in our organization before? If yes, please specify the post and period: _____	*Yes / No
(c) Do you have criminal record(s) (excluding parking offences)? If yes, please give details of offence: _____	*Yes / No
(d) Do you have any physical disability, impairment or serious illness? If yes, please specify: _____	*Yes / No
(e) Have you ever been dismissed or suspended from any position?	*Yes / No
(f) Are you related to anyone working in this organization or its subsidiaries? If yes, please state name and relationship: _____	*Yes / No

\* Delete where inapplicable.

### Declaration

I declare that the above information given by me is accurate and true to the best of my knowledge. I understand that any act on my part in withholding the information or making any false statement in the application for employment is in itself sufficient ground for dismissal from the organization.

Applicant's signature : \_\_\_\_\_

Date : \_\_\_\_\_

**To Be Completed by Human Resources**

[1<sup>st</sup> interview] Name of interviewer (s) : \_\_\_\_\_

[2<sup>nd</sup> interview] Name of interviewer (s) : \_\_\_\_\_

**Recommendation**

*(Tick Accordingly)*

☐ Selected      ☐ Not Selected      ☐ Keep In View

Name of applicant : \_\_\_\_\_

Date of commencement : \_\_\_\_\_ Salary : \_\_\_\_\_

Appointment / Grade : \_\_\_\_\_ Div / Dept : \_\_\_\_\_

Approved by : \_\_\_\_\_  
(The Hiring Dept) Head of Div / Dept & Date

Endorsed by : \_\_\_\_\_  
(Human Resources) Name, Signature & Date

## PERSONAL DATA PROTECTION ACT

### Jurong Port Pte Ltd (JPPL) Personal Data Consent for Job Applicants

The information that you provide in your CV will be used for processing of your current employment application, which may include reference checks with your previous employers or other relevant government agencies.

If your application is successful, the information in your CV will be used for the following purposes:

- Onboarding administration, which may include providing your data to 3<sup>rd</sup> party service providers for provision of onboarding services to JPPL
- Future transfer within JPPL or to its subsidiaries where the new company/department will be assessing your suitability.

If your application is unsuccessful, JPPL may retain and use the information which you provided for up to 5 years from receipt of your CV to deal with any matters which may arise in connection with your application, for future job opportunities within JPPL or its subsidiaries, or for data analytics.

Your personal data held by JPPL and its service providers will be kept strictly confidential.

Human Resources  
Jurong Port Pte Ltd

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### Acknowledgement and Consent

I have read and understood the above content.

- ☐ I agree for my data be used as above. I will be responsible for ensuring that the personal data provided is accurate.
- ☐ I do not agree for JPPL to use my data as above.

\_\_\_\_\_  
Signature

Name :

Date :