

## **JOB APPLICATION FORM**



POSITION APPLIED FOR :

### **PERSONAL INFORMATION**

Full Name :	NEO SIOK LENG
NRIC / Passport No. :	
Nationality :	SINGAPORE CITIZEN
Residential Address :	
Contact :	93255253
Email :	mag_neosl@hotmail.com
Date of Birth :	1977-03-05
Gender :	Female
Race :	Chinese
Marital Status :	Single

### **ACADEMIC QUALIFICATION**

Date		Schools / Institution Attended	Qualifications Obtained	Subjects / Grade
Form	To			
-	-	-	-	-

**MEMBERSHIP OF SOCIAL OR PROFESSIONAL BODIES**

Date		Qualifications / Awards Obtained	Awarding Institution
Form	To		
-	-	-	-

**EMPLOYMENT HISTORY**

Date		Company Name	Position Held	Nature of Duties	Reason for Leaving
Form	To				
-	-	-	-	-	-

**PARTICULAR OF IMMEDIATE FAMILY MEMBER**

Name	Relationship	Age	Occupation
-	-	-	-

**CHARACTERS REFEREE**

Name	Address	Contact	Email	Profession	No of years known
-	-	-	-	-	-

**LANGUAGE PROFICIENCY**

Language	Spoken	Written	Read
Hokkien	3	1	1
Chinese	7	7	7
English	7	7	7

**REMUNERATION**

Current salary	2,480.00
Expected salary	2,600.00

**OTHERS**

1. Tell us a little bit about yourself?

My hobbies are: Exercising such as Zumba/K-Pop Fitness, etc, KTV, Movies, Online Shopping, Reading Info/News online, etc.

2. Why do you want this job?

After reading the job description, it's what I've done and enjoy doing. The working location is also convenient for me. Hope to progress and be part of the firm!

3. What are your greatest professional strengths which is NOT the standard answer found on any job portal, such as you are fast learner, hard worker, etc?

Ability to adapt to changes when required, display good teamwork with good communication skills with co-workers

4. What do you consider to be your weaknesses?

Advanced Computer Skills

5. What is your greatest professional or academic achievement?

Being able to learn office skills such as typing and book-keeping in ITE school days

6. Tell us about a challenge or conflict you faced, and how you dealt with it?

Dealing with angry customers - I just let them vent their angers, after which, take down the important points that required our attention and quickly follow up on it in order to get service recovery.

7. Where do you see yourself in five years?

Continue to learn new skills and be part of the team in the firm

8. Why are you leaving your current job? (if applicable)

Firm is not doing well in terms of financial status

9. What are you looking for in a new position?

Stable job, able to grow and progress together with the firm

10. How would your boss and co-workers describe you? (if applicable)

Easy to get along and able to complete the work given to me

11. How do you deal with pressure or stressful situations?

After work, go for exercise, have gathering with friends, talk with family members, etc

12. How do you get to know us?

Via JobStreet portal