

JOB APPLICATION FORM



POSITION APPLIED FOR : Accountant

PERSONAL INFORMATION

Full Name :	TAN WEN WEN
NRIC / Passport No. :	T0434281F
Nationality :	SINGAPORE CITIZEN
Residential Address :	Blk 801 Yishun Ring Road #03-4337 S760801
Contact :	97835311
Email :	tanwwxn1208@gmail.com
Date of Birth :	2004-12-08
Gender :	Female
Race :	Chinese
Marital Status :	Single

ACADEMIC QUALIFICATION

Date		Schools / Institution Attended	Qualifications Obtained	Subjects / Grade
Form	To			
2021-04-01	2023-04-01	Institute of Technical Education, College Central		Accounting

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
Tan Chin Hiang	Father	61	Taxi Driver
Ng Wai Leng	Mother	54	Housewife

CHARACTERS REFEREE

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

LANGUAGE PROFICIENCY

Language	Spoken	Written	Read
Chinese	8	8	8
English	10	10	10

REMUNERATION

Current salary	
Expected salary	

OTHERS

1. Tell us a little bit about yourself?

I am currently studying at ITE College Central, higher nitec in accounting. I am excited to apply what I have learnt in school into practice.

2. Why do you want this job?

I want this job because I would like to explore doing accounting tasks in practice. Being able to perform and reconcile accounting tasks also gives me a sense of satisfaction. Also, this opportunity will enable me to develop new skills that I can apply for my future work.

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?

I am able to adapt quickly. I am willing to learn new tasks and help with variety of duties. Given the fast-paced environment in accounting field, I believe it is helpful to be flexible and adaptable.

4. What do you consider to be your weaknesses?

Being an introvert, making it difficult for me to share my ideas in large group settings.

5. What is your greatest professional or academic achievement?

NIL

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

Most of the conflict I have faced is during group project work where everyone have their own opinion which leads to conflict. When faced with conflict, I work to collaborate with others to resolve the issue.

7. Where do you see yourself in five years?

In 5 years, I want to gain more experience in this field and being able to handle complex accounting tasks.

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

NIL

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

I am looking for an opportunity to be expose to the accounting field outside what I have learnt from my textbook.

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

NIL

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

To deal with stress, I always look for the positivity and focus on how much progress I have made in other areas.

12. How do you get to know us?

The company was listed under my school's list of internship companies for our industrial attachment programme.