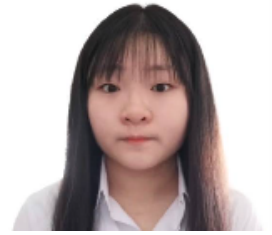


## **JOB APPLICATION FORM**



POSITION APPLIED FOR : Intern

### **PERSONAL INFORMATION**

|                       |                                       |
|-----------------------|---------------------------------------|
| Full Name :           | CAROL TAN CHOON GEK                   |
| NRIC / Passport No. : | T0325736Z                             |
| Nationality :         | SINGAPORE CITIZEN                     |
| Residential Address : | 1 Pine Close #17-169 Singapore 390001 |
| Contact :             | 88768539                              |
| Email :               | caroltancg@gmail.com                  |
| Date of Birth :       | 2003-09-11                            |
| Gender :              | Female                                |
| Race :                | Chinese                               |
| Marital Status :      | Single                                |

### **ACADEMIC QUALIFICATION**

| Date       |            | Schools / Institution<br>Attended             | Qualifications Obtained           | Subjects / Grade        |
|------------|------------|---|-----------------------------------|-------------------------|
| Form       | To         |   |                                   |                         |
| 2022-04-04 | 2023-04-04 | Institute of Technical<br>Education (Central) | Professional<br>Certificate/NiTEC | Accounting              |
| 2020-01-17 | 2021-01-17 | Institute of Technical<br>Education (East)    | Professional<br>Certificate/NiTEC | Business Administration |

**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         |                         |                           |  |                       |
| 2021-03-01 | 2021-06-30 | London Fat Duck Pte Ltd | Service Crew              | Serve customer food, Cleaning up the area, Placed orders and manage bills  | Start of Internship   |
| 2021-07-04 | 2022-04-06 | Healthway Medical Group | Patient Service Associate | Register patients, Dispensing medication and collect payment, Document and update medical records, Handle third-party claims, and assist doctors in clinical procedures. | Focus on Higher Nitec |

**PARTICULAR OF IMMEDIATE FAMILY MEMBER**

| Name          | Relationship | Age | Occupation |
|---------------|--------------|-----|------------|
| Seah Chay Lee | Mother       | 55  | Housewife  |

**CHARACTERS REFEREE**

| Name       | Address | Contact  | Email | Profession            | No of years known |
|------------|---------|----------|-------|-----------------------|-------------------|
| Mrs Fawzie |         | 97887150 |       | Teacher               | -4                |
| Kristin    |         | 69723825 |       | Restaurant<br>Manager | -1                |

**LANGUAGE PROFICIENCY**

| Language | Spoken | Written | Read |
|----------|--------|---------|------|
| Chinese  | 10     | 10      | 10   |
| English  | 10     | 10      | 10   |

**REMUNERATION**

|                 |        |
|-----------------|--------|
| Current salary  |        |
| Expected salary | 800.00 |

**OTHERS**

## 1. Tell us a little bit about yourself?

Thank you for giving me the opportunity to interview. It means a lot to me. At ITE College Central, I am currently pursuing a Higher Nitec in Accounting. I graduated from Nitec in Business Administration at ITE College East earlier this year. I developed an interest in Accounting during my Business Administration course when I studied it as part of my module, so I continued my education by majoring in Accounting.

## 2. Why do you want this job?

I have no previous accounting work experience. I've been working in the service industry part-time since I was 14 years old, primarily in the Food and Beverage Line. Back in my Nitec days, I was matched with a Healthcare company where I intern as a clinic assistant, and my jobs were mostly related to administration. However, I am interested in accounting and hope to become a chartered accountant after graduation. As a result, I would be extremely grateful if I were offered this position.

## 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?

My greatest strength is that I am a determined person who works hard to achieve things that I wanted to even if it is very hard to achieve. I don't believe in giving up be it personal or working life. I am determined to be successful, and as a result, I complete my tasks on time.

## 4. What do you consider to be your weaknesses?

I have a tendency to be overly critical of myself. When I finish a project, I can't help but feel like I could have done more, even if my work was well received. This frequently leads to me overworking myself and leaving me exhausted. Over the last few years, I've tried to take the time to look at my accomplishments objectively and celebrate my victories. This has not only improved my work and confidence, but it has also taught me to appreciate my team and others, who are always there for me in whatever I do.

## 5. What is your greatest professional or academic achievement?

My greatest academic achievement was receiving three academic achievement awards for my studies last year. The Edusave Certificate of Academic Achievement, the Edusave Skills Award, and the ITE Director's Award. I have never received any awards for my studies before.

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

When I was working as a Clinic Assistant, there was a conflict. When the patient arrived at 9 a.m., my colleague did not enter her into the queue system. The patient left the clinic and returned at 11 a.m. She asks my colleague for her queue number and to see if there are any other patients ahead of her, but my colleague simply tells her to wait, despite the fact that she knew she had forgotten to register this patient. My colleague continued to do her own thing and did nothing to accommodate the patient. My colleague and the patient then get into an argument. I rush into the situation and handle it with care. First and foremost, I apologize to the patient for my colleague's negligence. I then approach the doctor and inform him of the situation, suggesting that he see the patient next.

7. Where do you see yourself in five years?

I see myself five years graduated from ITE and Polytechnic majoring in Accounting. I continue studying at university part-time and started my first ever full-time as an accountant.

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

Currently focusing on school only

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

An opportunity for me to broaden my understanding of accounting

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

I've been told that I'm a dependable leader as well as an excellent team player. Without being paid, I would stay late or arrive at work earlier to complete unfinished tasks. If I'm going on leave, I'll make certain that everything I need to do is completed before handing it over to the next person.

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

When I was a Clinic Assistant, we faced a lot of stress from both patients and company management. Rather than reacting to stress, I try to react to situations. It is actually easier to deal with situations rather than stressed. For example, when dealing with a dissatisfied patient, rather than focusing on my stress, I concentrate on the task at hand. Being able to communicate with patients during these times helps to reduce stress.

12. How do you get to know us?

I get to know about the company from my school