

JOB APPLICATION FORM



POSITION APPLIED FOR : Audit Assistant

PERSONAL INFORMATION

Full Name :	Yu Wei Ting
NRIC / Passport No. :	A54793339
Nationality :	MALAYSIAN
Residential Address :	Block 334, Sembawang Close, #09-445, S750334
Contact :	81803552
Email :	weitingyu0211@gmail.com
Date of Birth :	1999-02-11
Gender :	Female
Race :	Chinese
Marital Status :	Single

ACADEMIC QUALIFICATION

Date		Schools / Institution Attended	Qualifications Obtained	Subjects / Grade
Form	To			
2017-04-17	2020-03-06	Singapore Polytechnic	Diploma	Accountancy

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				
2019-09-09	2020-02-07	JBS Practice PAC	Audit Intern	Prepare audit working paper such as cut-off test, reasonableness test and vouching, prepare audit report under manager's supervision, stock-take	End of internship

PARTICULAR OF IMMEDIATE FAMILY MEMBER

Name	Relationship	Age	Occupation
Yu Cheng Jie	Brother	15	Student
Yu Cheng Xiang	Brother	16	Student
Yu Wei Ling	Sister	20	Student
Ng Lee Peng	Mother	45	Housewife
Yu Yen King	Father	46	Operator

CHARACTERS REFEREE

Name	Address	Contact	Email	Profession	No of years known
Hiew Siew Ling		85185003	watasiwa_sl@hotmail.com	Audit associate	2019

LANGUAGE PROFICIENCY

Language	Spoken	Written	Read
Malay	7	6	7
Chinese	9	8	9
English	7	6	8

REMUNERATION

Current salary	0
Expected salary	2,200.00

OTHERS

S Pass application will be considered favorably as I have to serve bond obligation of Tuition Grant in Singapore. I have suffered from mental disorder and received treatment before, and my last counselling ended in 2019.
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1. Tell us a little bit about yourself?

My name is Wei Ting, a fresh graduate from Singapore Polytechnic seeking for a position of audit assistant in your company which will benefit from my knowledge of accounting and IT software such as CaseWare and Tableau.

2. Why do you want this job?

I wish to gain working experience which to implement the knowledge I learned from school and also serve the bond obligations of Tuition Grant.

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 a punctual person as it is a good habit that respect other people time, having a good time management also enhance the productivity and efficiency.

4. What do you consider to be your weaknesses?

One of my weakness is lack of confidence, as I was easily get shy and nervous when I am in a new environment, it pretending me from speaking up my ideas.

5. What is your greatest professional or academic achievement?

My highest academic achievement is Diploma in Accountancy from Singapore Polytechnic

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

When I face a challenge or conflict, I will listen to two sides' opinions before making decision.

7. Where do you see yourself in five years?

I hope I can gain more experience in this industry and also wish to finish studying ACCA, perhaps take on more managerial responsibilities within next 5 years.

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

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

I look for a friendly and motivated working environment.

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

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

I will do exercise when facing stressful situation. My hobby is listening to music as this help me release my stress too.

12. How do you get to know us?

I know your company via my uncle.