



# TEMPSERV PTE LTD

the house of recruitment

Position Applied for: \_\_\_\_\_ Date: \_\_\_\_\_

## PERSONAL DETAILS

Name				Gender	Female / Male
Address	SPORE			NRIC No.	
Tel (Res/Ofc)		HP		Email	
Date of Birth		Place of Birth		Age	
Nationality		Race		Dialect	
Marital Status		Height		Weight	
No. of Children		Driving License	Yes/No, Class _____	Own Transport	Yes/No _____
Liabie for NS	Exempted / Completed	Enlistment date		ORD	

## EDUCATION AND PROFESSIONAL TRAINING

School / Institution	Fr (Yr)	To (Yr)	Qualification

## EMPLOYMENT HISTORY

Name of Company/ Nature of Business	Position/ Salary	Date of Service	Duties	Reason For Leaving

Available Date:	Expected Salary:
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## OTHER SKILLS

Computer Skills:	Typing: <input type="checkbox"/> Yes <input type="checkbox"/> No _____ wpm
Programming Skills:	
Accounting Software:	

## Official Use

## Interview By:

Overall Impression:
Communication Skills:
Others:

## QUESTIONNAIRE

Q1: Have you ever been arrested or convicted of any criminal charge?

Yes ☐ No ☐ ( if yes, please specify: \_\_\_\_\_ )

Q2: Are you currently undergoing long-term medical treatment?

Yes ☐ No ☐ ( if yes, please specify: \_\_\_\_\_ )

Q3: Do you suffer from any physical impairment or disease including mental illness, deafness, handicap and etc.?

Yes ☐ No ☐ ( if yes, please specify: \_\_\_\_\_ )

Q4: Have you ever been dismissed or discharged from the service of any company?

Yes ☐ No ☐ ( if yes, please specify: \_\_\_\_\_ )

Q5: Have you ever been declared bankrupt?

Yes ☐ No ☐ ( if yes, please specify: \_\_\_\_\_ )

Q6: Are you pregnant? (For Female applicant)

Yes ☐ No ☐ ( if yes, please specify: \_\_\_\_\_ )

## TERMS AND CONDITIONS OF EMPLOYMENT

I \_\_\_\_\_ of I/C No \_\_\_\_\_ hereby authorise you to recommend me a temporary / permanent position with your client and agree to the following terms and conditions:-

1) Permanent placement -

- There will be no placement charge for successful placement to me.
- However, once I have agreed to accept the job offer or sign the Appointment Letter with the client, I will show up for work duly and I will stay on the job for a minimum of eight (8) weeks from the commencement date.
- In the event that I do not turn up for work or resign before 8 weeks from the commencement date. I will agreed to pay a sum equivalent to 50% of my offered monthly salary as a compensation to Tempserv Pte Ltd.

2) I will provide you with all the true and correct information as required by you whenever necessary.

3) You have the right to conduct reference check on me with my past employer/s on my job performance.

4) I will not seek nor accept employment within the first 6 months after an assignment or interview, either directly or indirectly from any client of Tempserv Pte Ltd. Should I do so, I will agreed to pay a sum equivalent to my one month of the offered salary to Tempserv.

5) I further declared that -

- I do not have any outstanding contracts, obligations of liabilities with my former employers; and
- I will idemnify you against any losses arising from any claims or litigations brought against you from any of my former employers.

I hereby certify that the information herein is correct and there is no misrepresentation or omission of facts.

Signed:

Date: