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**JOB APPLICATION FORM**

**for employment with**

**Emerson Automation Solutions**

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| Application for  Position of |  | | | | | | | | | | | | | Date of Application *(dd-mm-yyyy)* | | | | | | |  | | | |
| Job Reference No. |  | | | | | | | | | | | | | | | | | | | | | | | |
| 1. *Please complete pages 1-4, answering all questions (specify N.A. if not applicable).* 2. *Those marked (\*) are optional and is captured for administrative purposes only. However, such information is required if you are selected for the position.* 3. *All applications will be treated as confidential.* | | | | | | | | | | | | | | | | | | | | | | | | |
| **PERSONAL PARTICULARS** | | | | | | | | | | | | | | | | | | | | | | | | |
| Full Name as in IC/Passport | | | | | | | | | | | \*Salutation | | | | | Nationality    If “Others”, please specify: | | | | | | | | |
| First Name:  Middle Name:  Last/Surname: | |  | | | | | | | | |  | | | | |  | | | | | | | | |
| Local Address  House or Block No:  Street Name:  Unit No:  Postal Code : | | |  | | | | | | | | | | | | | NRIC/Passport No.: | | | | | | | | |
|  | | |  | | | | | | | | | | | | | \*Date of Birth *(dd-mm-yyyy)* : | | | | | | | | |
| Overseas Address *(if applicable)* : | | | | | | | | | | | | | | | | \*Marital Status: | | | | | | | | |
| Email Address : | | | | | | | | | | | | | | | | Home No:  Office No:  Mobile: | | | |  | | | | |
| **🞏 Please tick if you wish to be contacted for any other available position in Emerson.** | | | | | | | | | | | | | | | | | | | | | | | | |
| **\*Details of Immediate Family Members :**  *For singles, please provide particulars of parents and siblings. If married, please provide particulars of spouse and children only.* | | | | | | | | | | | | | | | | | | | | | | | | |
| Name | | | | | | | Relationship | | | | Nationality | | | | | Occupation | | | | | | | | |
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| **\*Emergency Contact :** | | | | | | | | | | | | | | | | | | | | | | | | |
| Name | | | | | | | | | | | Relationship | | | | | | | | | Contact Number | | | | |
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| **For Foreign Applicants only :** | | | | | | | | | | | | | | | | | | | | | | | | |
| Type of Work Pass | | | | | | | | FIN No | | | Date of Issue *(dd-mm-yyyy)* | | | | | | | | | Date of Expiry *(dd-mm-yyyy)* | | | | |
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| **EDUCATIONAL RECORDS** | | | | | | | | | | | | | | | | | | | | | | | | |
| Name of School / Institution | | | | | | | | Country | | | Year *(mm/yyyy)* | | | | | | | | | Highest Qualification Attained | | | | |
|  | | | | | | | |  | | | From | | | | | To | | | |  | | | | |
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| **ACTIVITIES** | | | | | | | | | | | | | | | | | | | | | | | | |
| Sports / Hobbies | | | | | | Scholarships and / or Prizes awarded *(if any)* | | | | | | | | | Professional / Organization Membership | | | | | | | | Remarks | |
|  | | | | | |  | | | | | | | | |  | | | | | | | |  | |
| Do you have any intention to further your studies? If Yes, please provide details. | | | | | | | | | | | | | | | | | | | | | | | | |
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| **EMPLOYMENT RECORD** | | | | | | | | | | | | | | | | | | | | | | | | |
| Name of Employer | | | | Country | | Duration *(mm/yyyy)* | | | | Position Held | | | | | Last Drawn Monthly Basic Salary | | | Monthly Allowance | | | | | Reason for Leaving | |
|  | | | |  | | From | | | To |  | | | | |  | | |  | | | | |  | |
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| Expected Mthly Basic Salary  S$ | | | | | | Notice Period to Current Employer | | | | | | | | | May we make enquiries  to your current employer? | | | | | | | |  | |
| **\*MEDICAL RECORD** | | | | | | | | | | | | | | | | | | | | | | | | |
| \*Physical disabilities or handicaps, if any (e.g. sight, hearing etc.). | | | | | | | | | | | | | | | | | | | | | | | | |
| \*Major illness or accident, if any. (If Yes, Please provide details). | | | | | | | | | | | | | | | | | | | | | | | | |
| **CREDIT HISTORY** | | | | | | | | | | | | | | | | | | | | | | | | |
| Have you or has any Company in which you are a shareholder or director ever been filed against for bankruptcy?  If Yes, please provide details. | | | | | | | | | | | | | | | | | | | | | | | | |
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| **CRIMINAL RECORD** | | | | | | | | | | | | | | | | | | | | | | | | |
| Have you ever been convicted in a Court of Law in any country? \* If Yes, please provide details. | | | | | | | | | | | | | | | | | | | | | | | | |
| Date *(dd-mm-yyyy)* | | | | | Location | | | | | | | Details | | | | | | | | | | | | |
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| *\*Answering “Yes” to these questions does not constitute an automatic bar to employment. Factors such as date of the offence, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.* | | | | | | | | | | | | | | | | | | | | | | | | |
| **OTHERS** | | | | | | | | | | | | | | | | | | | | | | | | |
| **Language Proficiency :** | | | | | | | | | | | | | | | | | | | | | | | | |
| Languages and Dialects | | | | | | | | | | Spoken | | | | | | | | | Written | | | | | |
|  | | | | | | | | | | Fluent | | | Fair | | | | Poor | | Fluent | | | Fair | | Poor |
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| **References :** | | | | | | | | | | |
| List two persons, other than friends and relatives, who have been acquainted with your education or work (preferably former Teacher or Supervisor) and would give you a reference. | | | | | | | | | | |
| Name | | Email Address | | Contact Number | | | Occupation | | | Years Known |
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| Do you have any relatives or friends working in Emerson and its subsidiaries? If Yes, please provide details. | | | | | | | | | | |
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| Have you ever applied for a job with Emerson and its subsidiaries? If Yes, please state the position applied and the date of application. | | | | | | | | | | |
| Position Applied | | | Date of Application (mm-yyyy) | | | | | | | |
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| How did you know about this job opportunity? If Others (please specify): | | | | | | | | | | |
| Additional Information: | | | | | | | | | | |
| 1. Are you able to perform shift work? | | | | | | | | |  | |
| 2. Do you have a valid driving license? If “Yes”, please state class of license: | | | | | | | | |  | |
| 3. Have you ever been discharged or dismissed by your previous employers? | | | | | | | | |  | |
| If you have any additional information you would like to provide about yourself, please provide details here. | | | | | | | | | | |
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| **DECLARATION** | | | | | | | | | | |
| I certify that all information I have provided in order to apply for and secure work with Emerson is true, complete and correct.  I expressly authorize Emerson and its employees or representatives to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have against Emerson and its employees or representatives for seeking, gathering and using and disclosing such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.  I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer’s service, whenever it is discovered. | | | | | | | | | | |
|  | | | | | | | | | | |
| Applicant’s Signature |  | | | |  | Date | |  | | |
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