1. GENERAL INFORMATION

Position Applied: | **Department:**

Please let us know how you came to know about this position:

☐TOUCH Community Services Website
☐Jobstreet
☐Mycareersfuture
☐Recommendation
Others: _____

2. PERSONAL PARTICULARS

Name as in NRIC/Passport *(please underline family name):*	**Name in Chinese characters (if any):**
Local Address: Postal Code:	**Overseas Address (If any):** Postal Code:
Contact Details: Mobile No: Email Address:	**Driving License:** ☐Yes Class: ☐2 ☐3 ☐4 ☐5 ☐No Possess own vehicle: ☐Yes ☐No

Type of Singapore Immigration Pass you currently hold:

☐Employment Pass
☐S Pass
☐Work Permit
☐Social Visit Pass
☐Dependent Pass
☐Student Pass
For others, please specify: _____

3. ACADEMIC / PROFESSIONALS QUALIFICATIONS

Date		Qualifications Attained	Awarding Institution
From	**To**		

a. Professional Membership: please state type and where registered:

b. Any other unique skills / certification?

4. ACTIVITIES (List activities/offices held, public and civic activities etc)	
School/University/ College	
At Present	
Hobbies	

5. EMPLOYMENT HISTORY (Please list the most recent one at the top)					
From (mmm/ yyyy)	To (mmm/ yyyy)	Position Held	Organisation's Name	Last Drawn Salary (Per month)	Reasons for leaving

6. REFEREES (Please give details of two referees whom we may approach for references)				
Name	Designation/ Working Relationship	Years Known	Organisation's Name	Contact Details (Mobile and email address)

7.	OTHER INFORMATION	
1	**Expected Salary** Monthly Basic salary: S$ Annual Salary: S$	
2	Notice period required to present employer: _____Months / Weeks **Have you served notice?** ☐Yes ☐No	
3	Earliest date you can start work if offered?	
4	Are you bound by any bond to serve the government or any organisation? If yes, please provide brief details:	☐Yes ☐No
5	Have you ever been convicted in a court of law in any country?*	☐Yes ☐No
6	Are you an undischarged bankrupt?*	☐Yes ☐No
7	Do you have other sources of income besides your salary? If yes, please provide brief details:	☐Yes ☐No

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8	Do you have any relative / acquaintances working in TOUCH Community Services or its affiliated companies? Please state name(s) and relationship:	☐Yes ☐No
9	Are you affiliated or related to any political person(s) in Singapore? If yes, please state name(s) and relationship:	☐Yes ☐No

Due to the nature of the job, to ensure legal compliance in the delivery of service and support to the community, for the protection of our clients, for managing any potential risks, and to align to ethical standards, please disclose any past convictions and/or bankruptcy status in these questions.

8. DECLARATION

I warrant and represent to TOUCH Community Services Limited ("**TCSL**") that all information I have disclosed herein is true, complete, accurate in all aspects, and not misleading in any aspect. I understand that any misrepresentation or omission made in the information I have provided herein will result in TCSL refusing to process my application, or my dismissal in case of my eventual employment with TCSL.

I hereby consent to TCSL' collection, retention, and use of my Personal data as contained in this form for the purpose of evaluating my suitability for any position with TCSL. I further consent to TCSL collecting my personal data from any other third party for the purpose of the said evaluation and authorise any third parties (eg past and present employers, character referees provided above) to release my personal data to TCS, in accordance with the Personal Data Protection Act 2012 and TOUCH's data protection policy (available at our website <https://www.touch.org.sg/privacy-policy>).

_____	_____	_____
Name	**Signature**	**Date**

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