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| 1. **GENERAL INFORMATION** | | | | |
| **Position applied for** |  | | | Department: |
| **Please indicate how you came to know about this position:** | | | | |
| TOUCH Community Services Website | | | NCSS Website | |
| Recruitment Website | | Pls specify | | |
| Recommendation | | Pls specify | | |
| Others | | Pls specify | | |

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| **2. PERSONAL PARTICULARS** | | | | |
| **Name as in Identity Card/Passport (Underline Family Name):** | | **Name in Chinese characters (if any):** | | |
|  | |  | | |
| **Local Address:** | | **Overseas Address (if any)** | | |
| Postal Code | | Postal Code | | |
| **Contact Details:** | | **Type of S’pore Immigration Pass you currently hold:** | | |
| Mobile No: | | Employment Pass | Social Visit Pass | |
| Home No: | | S Pass | Dependent’s Pass | |
| Email Address: | | Work Permit | Student’s Pass | |
| Others: | | Others.  Please specify | | |
| **Country of Birth**: | |
| **Nationality**: | | **Driving License** | |  |
| Singapore Citizen  Singapore PR  Other citizenship. Please specify | | Yes Class:  2  3  4  5  No  Possess Own Vehicle:  Yes  No | | |
| **Language Proficiency:**  (Please state languages and proficiency level (ie Excellent, Good, Fair, Poor) | | | | |
| Written: |  | | | |
| Spoken only: |  | | | |

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| **3. NATIONAL SERVICE RECORD (Only for Male Singaporean/PR)** | | | | |
| Completed/Completing | Part-time | Exempted | Not Applicable |
| From: (mmm-yyyy)  **to** (mmm-yyyy) |  |  | (Foreigner) |

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| **4. EDUCATION & OTHER RELEVANT QUALIFICATIONS / COURSES** | | | | | | |
| **Level** | | **Name of Institution / Country**  ***[eg Princeton University, USA]*** | | **From**  **(mmm / yyyy)** | **To**  **(mmm / yyyy)** | **Qualification / Discipline / Honours**  ***[eg BSc (Chemistry), 2nd Upp]*** |
| Primary | |  | |  |  |  |
| Secondary | |  | |  |  |  |
| Vocational | |  | |  |  |  |
| Pre-U/ College | |  | |  |  |  |
| Polytechnic | |  | |  |  |  |
| University | |  | |  |  |  |
| Post Grad | |  | |  |  |  |
| a | If you plan further education, please provide brief details: | |  | | | |
| b | Professional Membership: please state type and where registered: | |  | | | |
| c | Any other unique skills/certification? | |  | | | |

|  |  |
| --- | --- |
| **5. ACTIVITIES (List activities/offices held, public and civic activities etc)** | |
| School |  |
| University / College |  |
| At Present |  |
| Hobbies |  |

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| **6. EMPLOYMENT HISTORY (Please list in chronological order with the present/most recent on top.)** | | | | | |
| **From**  **(mmm / yyyy)** | **To**  **(mmm / yyyy)** | **Position Held / Department**  ***[eg Asst Mgr, HR]*** | **Organisation Name / Country** | **Last Drawn Salary (pm)** | **Reason for Leaving Service** |
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*\* If space provided is insufficient, please furnish details on a separate sheet.*

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| **7. CHARACTER REFEREES (Name 2 persons who are not your relatives)** | | | | | | |
| **Name** | **Occupation** | | | | **Years known** | **Contact Details**  **(Mobile or Email Address)** |
|  |  | | | |  |  |
|  |  | | | |  |  |
|  | | | | | | |
| **May we write to the following for reference?** | | | | | | |
| 1. Your present employer | Yes  No | | | | | |
| If yes, please provide details: |  | Name | |  | | |
|  |  | Working Relationship | |  | | |
|  |  | Contact details | |  | | |
|  |  |  | |  | | |
| 1. Your past employer | Yes  No | | | | | |
| If yes, please provide details |  | Name | |  | | |
|  |  | Working Relationship | |  | | |
|  |  | Contact details | |  | | |
|  | | |  | | | |

| **8. OTHER INFORMATION** | | | | | |
| --- | --- | --- | --- | --- | --- |
|  | Expected Salary (S$) |  | | | |
|  | Notice required to present employer | Months /    weeks | | **Have you served notice?**  **Yes**  **No** | |
|  | When can you start work if offered? |  | | | |
|  | Are you bound by any bond to serve the government or any organization? | | | | **Yes**  **No** |
| If yes, please provide brief details | |  | | |
|  | Have you ever been convicted in a court of law in any country? | | | | **Yes**  **No** |
|  | Have you ever been dismissed or suspended from the service of any employer? | | | | **Yes**  **No** |
| If yes, please provide brief details | |  | | |
|  | Are you an undischarged bankrupt? | | | | **Yes**  **No** |
|  | Are you in debt (other than mortgage loan on the property you are staying in)? | | | | **Yes**  **No** |
| If yes, please provide brief details | |  | | |
|  | Are you currently in any form of counseling or have been counselled before? | | | | **Yes**  **No** |
| If yes, please provide brief details | |  | | |
|  | Have you ever suffered from any serious illnesses, accident/s or injury? | | | | **Yes**  **No** |
| If yes, please provide brief details | |  | | |
|  | Do you have other sources of income besides your salary? | | | | **Yes**  **No** |
| If yes, please provide brief details | |  | | |
|  | Do you have any relatives / acquaintances working in TOUCH Community Services Limited or its affiliated companies? | | | | **Yes**  **No** |
| Please state name(s) and relationship |  | | | |

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| **9. JOB ALIGNMENT** | |
|  | Please share briefly your interest in this position. |
|  |
|  | Share with us briefly your career goals. |
|  |

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 understand that commencement of employment is subject to my successful completion of a medical examination and I undertake to attend such medical examination as required by TCSL. I further consent to the said medical institution’s release of my examination results to TCSL for the purposes of my application.

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 disclose 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>).

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| . | Click or tap here to enter text. |  |  |  | Click or tap to enter a date. | |
|  | **Name** |  | **Signature** |  | **Date** |  |
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| **For Human Resource Department Use Only** | | | | | | | | | | |
|  | | | | | | | | | | |
| **Shortlisted For 1st Interview** :  Yes **Date**: Click or tap to enter a date. **Time**:  No | | | | | | | | | | |
| **Names of Interviewers** | |  | |  | | |  | |  | |
|  | | | | | | | | | | |
| **Shortlisted For 2nd Interview** :  Yes **Date**: Click or tap to enter a date. **Time**:  No | | | | | | | | | | |
| **Names of Interviewers** | |  | |  | | |  | |  | |
|  | | | | | | | | | | |
| **Recommendation to Hire** :  Yes  No | | | | | | | | | | |
| **Processed by:** | | | | | | | | | | |
|  | Click or tap here to enter text. | |  | |  |  | | Click or tap to enter a date. | | |
|  | **Name** | |  | | **Signature** |  | | **Date** | |  |
|  | | | | | | | | | | |