



JOB APPLICATION FORM

Please fill up this form correctly and accurately.
All information will be kept in confidence.
Copies of Certificates / Diplomas / Degrees / testimonials must be attached.
Referees should not be relatives or members of the family.
Additional sheet of paper can be attached if space is insufficient.

POSITION APPLIED FOR: _____

EARLIEST AVAILABLE DATE: _____

PERSONAL PARTICULARS

Name:	E-mail:	Tel (Home)
Mobile Phone:	Address:	

NEXT OF KIN PARTICULARS (For Emergency Contact Purposes)

Name: (Mr. / Miss / Mrs. / Mdm. / Dr.)	Mobile Number:	Tel (Home):
Address (If Different from Job Applicant):		

BANKING DETAILS (For Contract & Temp Staffing Only)

Bank (POSB / DBS / OCBC/ etc.)	Bank Acct. No.:	Bank Account Type: <input type="checkbox"/> Savings <input type="checkbox"/> Current
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LANGUAGE ABILITY (Please tick where appropriate)

Languages / Dialects	Speak			Read			Write		
	Good	Fair	Poor	Good	Fair	Poor	Good	Fair	Poor
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mandarin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Others (Please Specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



EDUCATION

Name of Schools / Colleges / Universities	Date		Highest Qualification Obtained
	From	To	
Other Courses Attended (Please Specify)			

PRESENT / PREVIOUS EMPLOYMENT

Employment Date		Employer's Name	Position	Main Duty	Last Salary	Reason(s) for Leaving
From	To					

May we contact your present and / or previous employers? YES / NO

If NO. please state reasons:

SKILLS ABILITY

Type of Skills (please specify)	Grading			
	Excellent	Good	Average	Poor
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



REFERENCES

Name:	Occupation:	Years Known:
Address:		Tel No:

Name:	Occupation:	Years Known:
Address:		Tel No:

DECLARATION		TERMS & CONDITIONS
<ul style="list-style-type: none"> I am not convicted of any criminal charge. I have never entered Singapore on a different passport. I have never been refused entry into Singapore. I have not suppressed or withheld or given any false information in this application. I certify that all information given in this form is true, accurate and complete. <p>Note: If your answer to the above declaration is NO, please use a separate sheet of paper to explain in detail.</p>		<ul style="list-style-type: none"> I understand that I need to give 3 days notice period to terminate my temporary assignment, or I will have to pay in lieu of notice. I understand that I am not allowed to accept either temporary or permanent employment, directly or indirectly, from any clients of Reveres Management Associates Pte Ltd for a period of 3 months following the completion of assignment or termination of service. I will inform Reveres Management Associates Pte Ltd and the company that I am assigned to work, whenever I am absent, need to go on leaves, etc.
<input type="checkbox"/>	<p>I hereby consent to Reveres Management Associates Pte Ltd collecting, using and disclosing my personal data to prospective employers to collect, use and disclose these personal data for purposes of evaluating my suitability for employment.</p> <p>I hereby consent to Reveres collecting my information and using it for the purposes of evaluating my application and disclosing it to the relevant employees handling employment applications. I declare that I have obtained consent from the individuals named in the "Family Details" and "References" sections above for the disclosure of their personal data to Reveres and/or any potential employers, and for Reveres and/or any potential employers to use their personal data for the purposes of this employment application and for my employment with Reveres and/or any potential employers (if successful). I undertake to assist Reveres and/or any potential employers promptly in all access requests and to inform Reveres and/or any potential employers should they withdraw their consent to the use and/or disclosure of their personal data by Reveres and/or any potential employers.</p> <p>I declare that I fully understand the above declaration and the terms and conditions of this application and I declared my acceptance. I fully understand that I can be dismissed from the company, if any information is found to be incorrect. In addition, I hereby authorize Reveres Management Associates Pte Ltd to transmit my resume/ job application to any of her potential clients to contact me for possible employment opportunities.</p>	
<input type="checkbox"/> Yes/ <input type="checkbox"/> No	<p>In the event that you are not successful in this application, would you like Reveres Management Associates Pte Ltd ("Reveres") to keep your information for the period of one (1) year to evaluate you for future positions?</p>	
Signature of Applicant		Date



Local Insight,
Global Expertise

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EA Lic No 87C3503 | ACRA / GST Reg 198701933C



FOR OFFICIAL USE

Interviewers' Comments:

Interview Status	
Selected	<input type="checkbox"/>
KIV	<input type="checkbox"/>
Not Selected	<input type="checkbox"/>

Date of Commencement: _____

Position Offered: _____