

JOB APPLICATION FORM



VLK TRADERS

Attach
Recent Photo

Thank you for applying to VLK Traders (S) Pte Ltd. This form has been designed for you to provide us with some basic information about yourself and to aid us in our processing of your application. It serves as a personal record should you be employed.

Please read through the form carefully before attempting to complete it. Where not applicable, enter "N.A.". We request that you bring your original certificates/testimonials/transcripts for purpose of verification should you be short listed for an interview/when appointed.

Post Applied for		Advert Date: Recommended By: Others :	
PERSONAL PARTICULARS			
Full Name (Mr/Mrs/Mdm/Miss) Please underline surname; if married woman, please also state maiden name		Enter name in Chinese characters where applicable	
Home Address		Home Tel :	Pager No :
Postal Code ()		Office Tel :	H/phone No :
Address in home country (for foreigners)		Fax No :	
Citizenship		Place of Birth	Date of Birth
Identity Card No : Place of Issue : Colour : Pink/Blue Type : Singapore/Malaysia		Please indicate whether Permanent Resident (PR) of Singapore <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please state year attained PR and Entry Permit No : Expiry Date of Re-Entry Permit:	
Passport (Not applicable to Singaporeans, Malaysians/Singapore PR) No : Place of Issue : Date of Expiry :			
Marital Status (Please tick where appropriate) <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced		Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	
Race	Ethnic Group	Religion	
Do you smoke? Yes/No*	Which valid driving licence do you possess? 2 / 2A/ 2B / 3 / 4 / 5*	Which Certificate of Competency (Marine) do you possess?	

NATIONAL SERVICE				
Full-time national service records (if male Singapore Citizen or Permanent Resident of Singapore, please complete this section on National Service) Note : Please attach a copy of the Certificate of Conduct/Service				
Date Enlisted	Date Discharged	Type of Service	Highest Rank Attained	Vocation
		SAF/SPF/VC/PDF/SCDF*		

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Have you been exempted from full-time National Service? Yes/No

RESERVIST

If you are currently a reservist, please provide details.

Rank	Vocation	Unit
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ACTIVITIES

List positions of responsibilities held in school, university, civic or professional organizations

Name of Institution/Organization	Responsible Position Held	Period (dd/mm/yy)

FAMILY PARTICULARS

Name	Relationship	Age	Occupation	Firm/School

EDUCATION

(List schools/institutions/universities attended. Please attach relevant copies of certificates/transcripts)

From	To	Schools/Institutions/Universities Attended	Highest Standard Passed
Detailed GCE "O" level results		Detailed GCE "A" level results	Detailed Polytechnic/University results

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OTHER QUALIFICATIONS/AWARDS

relevant to the position you are applying

Qualifications	Date Obtained	Awarding Institution

PRESENT COURSES ATTENDING

If you are currently attending course(s) and have yet to sit for an examination, give details of course/examination, institution, date of examination

PRESENT EMPLOYMENT

(please include temp/vocational job. Start with your latest or present employer)

Present Appointment	
Post	Date Joined
Name of Organization/ Employer	Gross Monthly Salary
Address of Organization/Employer	Reason for intended change of employment

PREVIOUS APPOINTMENTS

(Please list in chronological order & provide documentary evidence wherever applicable)

Date of Joining		Date of Leaving		Position Held	Organization's Employer's Name & Address	Last Drawn Gross Salary	Reason for Leaving Service
Mth	Yr	Mth	Yr				

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LANGUAGE PROFICIENCY

(include whether slight, fair or fluent)

Languages/Dialects	Speak	Read	Write

CHARACTER REFEREES

(Name two persons who are not your relatives)

Name	Occupation	Years Known	Address	Contact No

RELATIVES/FRIENDS IN VLK TRADERS (S) PTE LTD.

Name	Relationship	Position Held	Department

ADDITIONAL INFORMATION

Please answer the following questions. If answer is "yes", please give details on a separate sheet of paper

- 1 Have you ever been convicted in a court of law of any country Yes/No*
- 2 Have you ever been dismissed, discharged or suspended from employment? Yes/No*
- 3 Have you ever had, or are suffering from any Yes/No*
 - Physical impairment? Yes/No*
 - Disease? Yes/No*
 - Mental illness? Yes/No*
 - Medical Condition? Yes/No*
- 4 Have you ever been hospitalized before? Yes/No*
When were you last admitted to hospital? dd/mm/yy

- 5 Are you required to go back to hospital for periodic check-ups? Yes/No
- 7 Have you ever submitted an application for an appointment at VLK Traders (S) Pte Ltd before? Yes/No
- 8 What is your expected salary? S\$_____
- 9 When is the earliest possible date you can start work, if offered employment dd/mm/yy

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Declaration

I hereby declare that all the particulars given in this application are true to the best of my knowledge and belief, and I have not willfully suppressed any material fact.

Signature of Applicant

Date

Notes:

False particulars or suppression of material facts will render you liable for disqualification and if appointed, to dismissal and/or appropriate legal proceedings.

* delete whichever is not applicable

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FOR OFFICE USE ONLY

INTERVIEW'S REPORT

a) Candidate : _____

b) For Appointment : _____

c) General Impression (State any particulars characteristics which impressed you):

d) Did the Applicant express himself / herself well? Yes / No

e) Is Applicant suitable for the post? Yes / No

f) Other Observations, if any : _____

g) Duration of Interview : _____

h) Date : _____

Interviewer's Name/Signature

MANAGEMENT DECISION

aa) Appointment : _____

bb) To Commence Duty : _____

cc) Commencing Salary : _____

dd) Other Benefit, if any : _____

Signature