

Please attach a recent passport photograph here

EMPLOYMENT APPLICATION FORM

(Please complete in BLOCK LETTERS)

Referred by: _____

A. PERSONAL PARTICULARS

NAME		CHINESE CHARACTERS (If applicable)		POSITION APPLIED FOR	
HOME ADDRESS				NATIONALITY	
				DATE OF BIRTH	
CORRESPONDENCE ADDRESS				PLACE OF BIRTH	
				AGE	
TEL. NUMBER(S)	(HOME)			GENDER	
	(HANDPHONE)			MARITAL STATUS	
EMAIL ADDRESS				RACE	
NRIC NO.	(OLD)	(NEW)		RELIGION	
DRIVING LICENCE	CLASS	EXPIRY DATE		EPF NO.	
DO YOU OWN A VEHICLE?	YES () NO () TYPE:			INCOME TAX NO.	

B. FAMILY INFORMATION

RELATIONSHIP	NAME	AGE	OCCUPATION	EMPLOYER / SCHOOL
FATHER				
MOTHER				
SPOUSE				
SPOUSE INCOME TAX NO.		TEL NO. (OFFICE / HANDPHONE)		
SIBLINGS				
	M-Male			
F-Female				
CHILDREN				

C. LANGUAGES AND DIALECTS

LANGUAGES AND DIALECTS	WRITTEN			SPOKEN		
	GOOD	FAIR	POOR	GOOD	FAIR	POOR

D. QUALIFICATION & EDUCATION BACKGROUND

LEVEL	SCHOOL / INSTITUTION / COLLEGE / UNIVERSITY	PERIOD		QUALIFICATION	GRADE / RESULTS
		FROM	TO		
PRIMARY					
SECONDARY					
TERTIARY					
DETAILS OF SCHOLARSHIP OR HONOURS					

E. COURSES ATTENDED

NAME OF COURSE	COURSE PROVIDER	TYPE OF CERTIFICATE	DATE

F. SKILLS

RELEVANT SKILLS TO THE JOB	TYPE OF SKILL (S)	LEVEL (i.e. Beginner, Intermediate, Advance)	YEARS OF EXPERIENCE
COMPUTER SKILL(S)			
OTHERS			

G. EMPLOYMENT HISTORY (Start with your present / last Employer)

FOR EMPLOYMENT REFERENCE, CAN WE CONTACT YOUR PREVIOUS EMPLOYER (S) YES () NO ()

COMPANY NAME				TEL NO.	
COMPANY ADDRESS					
POSITION HELD			REPORTING TO		
TYPE OF BUSINESS			EMPLOYMENT PERIOD		FROM TO
SALARY	START	END	ALLOWANCE (S)		
OTHER BENEFITS					
BRIEF JOB DESCRIPTION					
REASON(S) FOR LEAVING					

COMPANY NAME		TEL NO.	
COMPANY ADDRESS			
POSITION HELD		REPORTING TO	
TYPE OF BUSINESS		EMPLOYMENT PERIOD	FROM TO
SALARY	START	END	ALLOWANCE (S)
BRIEF JOB DESCRIPTION			
REASON(S) FOR LEAVING			

H. PERSONAL ACHIEVEMENTS

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I. REFERENCES (Please name 2 referees. Relatives are not included)

NAME	COMPANY NAME	TELEPHONE NO.	RELATIONSHIP	YEARS KNOWN	OCCUPATION

J. ADDITIONAL COMMENTS

NOTICE REQUIRED		EXPECTED SALARY	
PERSON TO NOTIFY IN-CASE OF EMERGENCY			RELATIONSHIP
TEL. NO.	ADDRESS		

K. GENERAL QUESTIONNAIRE (Please answer the following 'Yes' or 'No')

- Have you ever been convicted in a court of law and do you currently have any criminal proceeding filed against you?
 Yes No If yes, please state _____
- Have you been declared a bankrupt or do you have any bankruptcy proceeding pending against you?
 Yes No If yes, please state _____
- Do you suffer from any physical disability, chronic ailment or handicap?
 Yes No If yes, please state _____
- Are you dependant on any kind of drug?
 Yes No
- Are you bound by anybody to serve the government, statutory body or organization?
 Yes No
- Have you ever worked in a collection department of your previous employer(s) or in a collection company?
 Yes No If yes, please state _____
- Do you have any relative working in this company?
 Yes No If yes, please state _____
- Have you any active interest in any business undertaking, including family business?
 Yes No

- 9 Do you have any credit facility with the company?
 Yes No If yes, please state _____
- 10 Do you have an international passport?
 Yes No If yes, valid date _____
- 11 Are you willing to work on shift/flexi hours?
 Yes No
- 12 If you are not short listed for full time employment, would you be interested for part time employment?
 Yes No

L. DECLARATION

I, hereby declare that all the information provided above is true and complete in all aspects. I understand that any misrepresentation or omission of information may be considered sufficient for withdrawal of an offer or subsequent dismissal from employment. Further, I hereby give my consent for the company to conduct pre-employment check relating to financial status of candidate i.e. CTOS, CRIS, FIS, or other check relating to code of conduct. If considered for an employment, I will authorize Camdeus to perform criminal background check and identify verification check.

Date of Application

Signature of Applicant

Camdeus will snap-shot a photo of applicant for reference during the interview if the applicant did not bring along their photo.