



Helping Families Thrive™

# Employment Application Form

## Instructions

1. This form provides basic information for easy processing of your application for employment with us. It also serves as our personal record should you be employed and your personal information will be kept strictly confidential.
2. All relevant parts of this application form must be completed.

<b>Post Applied for:</b>	
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### A. PERSONAL PARTICULARS

<b>Name (as in NRIC, Surname in Capitals):</b>					
<b>Address &amp; Contact Telephone Number in Singapore:</b>					
<b>Block No:</b>		<b>Street:</b>			
<b>Unit No</b>		<b>Postal Code:</b>			
<b>Telephone No:</b>	<b>Mobile:</b>	<b>Office:</b>		<b>Home:</b>	
<b>Email Address:</b>					

### B. EDUCATIONAL PROFILE / RELEVANT PROFESSIONAL QUALIFICATIONS

Qualification	Institution	Year Commenced	Year Completed	Part-time/Full Time

### C. LANGUAGE PROFICIENCY & ADDITIONAL SKILLS (Please indicate the software you are competent in)

<b>Language Proficiency</b>	
	Basic Moderate Average Fluent Native
	Basic Moderate Average Fluent Native
	Basic Moderate Average Fluent Native
<b>Additional skills and qualifications acquired from employment or other experiences:</b>	

**D. EMPLOYMENT HISTORY – Start with your latest /present company. Enclose testimonials if available.  
NB: It is the policy of FOCUS ON THE FAMILY SINGAPORE LTD to carry out reference checks.**

From (dd/mm/yy)	To (dd/mm/yy)	Company/Country	Position	Key Responsibilities	Reason for Leaving

**E. GENERAL QUESTIONS**

To help us get to know you better, please kindly answer each question fully.

- Please tell us a little more about yourself (personality, strengths, weaknesses, working style, activities in your free time etc) and why are you considering joining Focus on the Family Singapore Ltd?
- Could you elaborate if you have any experience in Family Life Education in the area of Youth / Marriage/ Parenting/ Work-Life Integration?
- What kinds of tasks do you find most fulfilling and Why?
- Describe what you would consider as your most frustrating experience in life thus far.

**F. ADDITIONAL INFORMATION**

1. What is your expected salary?	S\$ <input type="text"/>
2. What length of notice is required by your current employer?	<input type="text"/>

**G. REFERENCES - List those familiar with your job performance, personal characteristics and have known you for at least one year. Do not list relatives. By listing these references (work contacts preferred), you have obtained their consent that we can contact them for verification purposes, where needed.**

Name	Years Known	Relationship	Organisation	City/State	Contact No.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**H. Personal Information Consent**

Your personal data will be collected and used by us for the following purposes only:

- (a) Assessing and evaluating your suitability for employment in any current or prospective position within the organisation
- (b) Verifying your identity and the accuracy of your personal details and other information provided
- (c) Retaining your personal data for 6 months from the date stipulated below

By signing below, you acknowledge that you have read, understood and agreed to the above policy, and consent to the collection and use of your personal data by us for the purposes set out above.

**DECLARATION**

**I declare that all information given herein is true and correct. I understand that misrepresentation or omission of facts will be sufficient cause for cancellation for employment or dismissal from the Company’s service if I have been employed.**

<input type="text"/>	<input type="text"/>	<input type="text"/>
Name	Signature	Date

**Important Note:**

- 1. Please remember to save the document with your name.
- 2. You may leave the “Signature” blank if you do not have an e-signature.
- 3. Send the saved document to [hr@family.org.sg](mailto:hr@family.org.sg).