



REPUBLIC OF SINGAPORE YACHT CLUB

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Recent
Passport Photo
of Applicant

APPLICATION FOR EMPLOYMENT

Purpose

- 1) This form has been designed to provide us with basic information for processing your application.
- 2) It will serve as a personal record should you be employed.

Instructions

- 1) Please read the form carefully before attempting to complete it.
- 2) The replies should be neatly written by the applicant. Where not applicable, state 'N.A'.
- 3) Copies of certificates/testimonials should be attached to the form. Originals should be brought for verification at a subsequent interview.
- 4) Sign and date your application.

Declaration

I declare that all information given herein is true and correct to the best of my knowledge. I understand that any misrepresentation or omission of facts will be sufficient cause for cancellation of consideration for employment or dismissal from the Company's service if I have been employed.

Date of application

Signature of Applicant

1. POSITION APPLIED FOR

(Please state in order of preference)

1. _____
2. _____
3. _____

2. PERSONAL PARTICULARS

Full Name : _____ (In Chinese): _____

Address : _____ Tel. No. (H): _____

(PGR/HP): _____

Place of Birth : _____ Date of Birth: _____ Age: _____

Nationality : _____ N.R.I.C. No.: _____ Passport No/
Citizenship No: _____

Race : _____ Religion: _____ Sex: _____ Height: _____

Weight: _____

Marital Status : Single Married Others (Specify) _____

In Case of Emergency, Contact:

Name : _____ Relationship: _____

Tel : _____

3. PARTICULARS OF IMMEDIATE FAMILY (wife, husband, children, parents, brothers, sisters, grandparents)

Name	Relationship	Age	Occupation	Name of Company

4. EDUCATION DETAILS (In chronological order)

Dates		Name of School/Institution/University	Highest Standard Passed/Qualification
From	To		

5. EMPLOYMENT HISTORY (Including temporary and vocational employment)

(Start with your latest or present employer)

Dates		Name and Address Of Employer	Job Title	Monthly Salary	Reason for Leaving
From	To				

Present Annual Wage _____ Present Commission/ Allowances : _____
 Supplement/Bonus : _____

6. CHARACTER REFEREES (Names of relatives should not be given)

Name	Address	Tel.No.	Occupation	Years Known

7. DO YOU HAVE ANY RELATIVES OR FRIENDS IN OUR EMPLOY? YES/NO

If 'yes' please complete the details below.

Name	Relationship	Position Held	Department

8. LANGUAGE PROFICIENCY

Language/Dialect	Speak			Read			Write		
	Good	Fair	Slight	Good	Fair	Slight	Good	Fair	Slight

9. HEALTH

Do you have any illness, disease or physical handicap? If so, please specify:

10. NATIONAL SERVICE

Have you performed National Service? _____ Yes/No				
If yes, state :		Vocation :		
Date of Enlistment	Date of Release	Branch of Service	Rank Last Held	Conduct
Give details of special skills acquired during your National Service : _____				
Have you any future military obligations?				

11. ACTIVITIES

List positions held in school/university, civic organisation or professional associations

Name of Institution/Organisation	Position of Responsibilities Held	Period

12. ADDITIONAL INFORMATION

Expected Salary : _____	Date Available : _____
Have you ever been convicted for any crime? Yes/No	
If 'yes', please specify : _____	
Are you a bankrupt or discharged bankrupt? Yes/No	
Any other information you wish to give in support of your application _____	

FOR OFFICIAL USE ONLY

INTERVIEWER'S ASSESSMENT FORM

INSTRUCTIONS TO INTERVIEWERS:

The interviewer is encouraged to record the proceeding of the interview on this page. Do not commit on matters relating to terms and conditions of service. Hand over the application to Human Resource Department for approval/processing.

Date	Interviewed by :		Remarks
	Interviewer	Designation/Dept.	

INTERVIEWER'S ASSESSMENT :

	A	B	C	D	E	Remarks
(1) Education						
(2) Experience						
(3) Age						
(4) Attitude						
(5) Language & Dialect						
(6) Technical knowledge Of Job						
(7) Communication Ability - Verbal/Written						
(8) Other Qualities :						
(a) Cheerfulness						
(b) Appearance						
(c) Alertness						
(d) Poise						
(e) General Knowledge						
Key : A - Ideal Standard B - Good Standard C - Average Standard D - Below Average Standard E - Poor						

RECOMMENDATIONS :

Applicant is : Suitable
 Suitable but KIV
 Unsuitable

To commence duty
with effect from : _____

Salary: _____

Job Title : _____

Reason For Employment :

New / Additional Position Replacement

Other comments :

_____ Date

_____ Head of Department

FOR APPROVAL

_____ Human Resource Executive

_____ General Manager