 **LIFE COMMUNITY SERVICES SOCIETY**

Please attach recent photograph

## APPLICATION FOR EMPLOYMENT

**POSITION APPLIED FOR :­ ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

For items, which are not applicable, please state “NA”. Where there is an asterisk (\*), please delete accordingly.

### PERSONAL PARTICULARS

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name (in BLOCK letters & underline surname)  Dr/ Mr/ Mrs/ Miss/ Mdm\* | | | Name in Chinese Characters | | | NRIC/ Passport No. (Pink / Blue)\*  **(to fill after interview)** |
| Postal Address: | | | | | | |
| Gender:  (Male / Female)\* | Age: | Date of Birth: | | Country of Birth: | Nationality: | |
| Contact No: (HP) | (H) | (O) | | Email Address: | | |
| Marital Status: | Dialect Group: | PR of Singapore  (Yes/ No/ NA)\* | | Race: | Religion: | |

### PARTICULARS OF IMMEDIATE FAMILY MEMBERS (to fill after interview)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Relationship | Name | Citizenship | Date of Birth | Occupation | Employer/ School |
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| Emergency Contact Person | | Relationship | | Telephone number | |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **COMPUTER SKILLS (** please tick 🗸 **)** | **LINGUISTIC PROFICIENCY** | | | | | | |
| □ Microsoft Word | Languages /Dialects | Spoken \*\* | | | Written \*\* | | |
| □ Microsoft Excel |  | G | F | P | G | F | P |
| □ Microsoft Access | English |  |  |  |  |  |  |
| □ Microsoft PowerPoint | Mandarin |  |  |  |  |  |  |
| □ Others ( pls specify ) | Others : |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| \*\* G= Good F= Fair P = Poor | | | | | | | |

### EDUCATION AND TRAINING ( In chronological order )

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School/Institution | Course Studied | Duration of course | | Highest Academic Qualifications Attained |
| Start Date (MM/YYYY) | End Date (MM/YYYY) |
| *Most recent* |  |  |  |  |
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**DETAILS OF EMPLOYMENT** **(** Current Employment **)**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Company: | | Address of Company: | |
| Position: | Date of first appointment: | Gross Salary/ Month: | Reasons for wanting to leave: |
| Brief description of your job duties: | | | |

**EMPLOYMENT HISTORY (** In chronological order **)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Period of Employment | Name of Organisation/Employer | Designation | Gross salary/  month | Reason for leaving |
| *Most recent* |  |  |  |  |
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**OTHER RELEVANT EXPERIENCE:**

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**CHARACTER REFERENCES (** Referees must be non-relatives who know you well **)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Address/Email | Contact No | Occupation | Years known |
|  |  |  |  |  |
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By signing below at the end of this form, I hereby give consent to HR personnel or personnel acting on behalf of Life Community Services Society to conduct reference and employment checks with the above referees at any time.

|  |  |  |
| --- | --- | --- |
| **SALARY EXPECTED** | **NOTICE PERIOD REQUIRED** | **EARLIEST START DATE** |
|  |  |  |

OTHER INFORMATION

|  |  | **Please indicate**  **Yes or No** |
| --- | --- | --- |
| 1) | Have you ever been convicted in a court of law in any country? |  |
| 2) | Have you been dismissed or suspended from the service of any employer? If so, give reasons |  |
| 3) | Are you a bankrupt or a discharged bankrupt? |  |
| 4) | Do you suffer from any physical impairment, medical condition or illnesses including mental illness, deafness handicap, etc? If yes, please specify: |  |
| 5) | Are you currently attending any course? (if yes, please specify) |  |
| 6) | Are you related to any of the Board Member or Employee of LCSS? If yes, please disclose Name of the person you know in LCSS: |  |
| 7) | Hobbies / Interests | |
| 8) | **Only applicable for Life Student Care teaching positions** | |
| 8.1 | What do you think are the important skills to be a good Student care Teacher / Centre Supervisor? | |
| 8.2 | What motivates you to apply to be a Student Care Teacher / Centre Supervisor | |
| 9) | Please include any other information which you may consider relevant to the position applied for: | |

### Declaration

I, the undersigned, hereby declare that I have not been previously convicted of:

a) any offence involving child abuse or child neglect

b) any offence under Section 375 or 376A of the Penal Code (Cap 224)

I declare that all information provided in this application and the attachments (if any) is true and complete in all aspects, and I understand that any misrepresentation or omission of information may be considered sufficient for withdrawal of an offer or subsequent dismissal from employment.

I also consent to grant medical practitioner(s) the right to release my medical reports and conditions to you which may be used with regards to my employment.

Consent to collection, use, disclosure and processing of personal data (Personal Data Protection Act)

By submitting this application, you acknowledge that you have read and agree to the following terms.

The information you provide will be used and processed by or on behalf of Life Community Services Society for purposes related to your registration of interest in current or future employment with Life Community Services Society and for the processing of your application for employment.

We will collect and use the personal data that you have supplied to facilitate the processing of your application for employment purposes. We will use personal information such as telephone number and or email address to contact you on job opportunities. Please note that the information you provide may be used by a third party to enable us to process your application. These third parties may be located outside of Singapore to carry out some of the processing and administrative functions for Life Community Services Society and would be under duty of care to maintain the appropriate levels or security and confidentiality and only use the information as instructed by Life Community Services Society.

Where you submit personal data about other third parties, including but not limited to, your parents, spouse, children, relatives and referees, you confirm that you are authorised to disclose such personal data for the purposes of your application.

The personal data held by Life Community Services Society relating to the applicants will be kept strictly confidential. Life Community Services Society may collect information through other sources for processing and evaluating your application for employment. If your application is successful, the information will be used in the administration of your employment. Life Community Services Society may provide and/or transfer such data, whether in Singapore or outside of Singapore, to (i) any other departments within Life Community Services Society or if necessary, with Government agencies; (ii) any third party service provider who provides administrative, data processing, computer or other services to Life Community Services Society.

As part of assessing your suitability to work with Life Community Services Society, we may use your information to conduct reference checks and evaluations or other screening activities in accordance with Life Community Services Society HR Policy, legal or regulatory obligations or risk management procedures that may be required by law or put in place by Life Community Services Society. If your application is unsuccessful, Life Community Services Society may retain and use the information which you provided on this application form for 2 years from the application submission date to deal with any matter which may arise in connection with your application, for purposes of contacting you in connection with ongoing recruitment opportunities, as well as for data analysis and business purposes.

By submitting your application, you agree to your data being used in conjunction with the recruitment and employment purposes. In order to maximize your opportunities to work with Life Community Services Society, you are encouraged to keep the information provided to us up-to-date at all times. You are responsible for ensuring that the personal data is correct and true and informing us in writing to update the changes at any time.

If you do not wish for your personal data to be shared for the purpose of evaluation for another job position within Life Community Services Society in the event that this application is unsuccessful, you can either call us at 63873700 or check the following box below:

[ ] I do not wish for my personal data to be shared for the evaluation for another job position or to be retained for evaluation for future job openings within LCSS other than this application.

You have the option to withdraw your consent anytime. Withdrawing your consent implies that you will not be considered for any job available in Life Community Services Society. If you wish to withdraw your consent, or you have any queries, please call us at 6387 3700.

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Signature of Applicant Date

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