



**HH GROUP
HH STAINLESS
HH SPECIAL METAL**

PRIVATE & CONFIDENTIAL

APPLICATION FOR EMPLOYMENT FORM

Please affix a recent passport size photograph here

INSTRUCTIONS

- 1 This form has been designed to provide us with the basic information for easy processing of your application for employment with us. It also serves as our personal record should you be employed.
- 2 If space in this application is insufficient, please attached an addendum.
- 3 All Sections should be completed. For items which are NOT APPLICABLE, please state "NA"

POST APPLIED :

PERSONAL PARTICULARS:

| | | | | | |
|--|---------------------|-------------------------------|---------------------------------------|------------------------|-----------------|
| Full Name (as in NRIC) : | Mr / Ms / Mrs / Mdm | | | | |
| Name in Chinese Characters (if applicable) : | | Alias / Other Name (if any) : | | | |
| NRIC / Passport No. : | | Marital Status : | Single / Married / Divorced / Widowed | | |
| Address : | | | | | |
| Contact No. : | (Home) | Contact No. : | (Mobile) | | |
| Place of Birth : | | Colour of IC : | Pink / Blue | | |
| Date of Birth : | | Nationality : | | | |
| Gender : | Male / Female | | Race : | | |
| Dialect Group : | | Religion : | | | |
| Driving License : | Yes / No | Class : | 2 / 2A / 2B / 3 / 4 / 5 | | Email Address : |
| Latest Salary : | | Expected Salary : | | Date of Commencement : | |

FAMILY PARTICULARS:

Give particulars of your immediate family members (use separate sheet if insufficient space)

| Name | Age | Relationship | Occupation | Name of Employer |
|------|-----|--------------|------------|------------------|
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EMERGENCY CONTACT PERSON:

| | | | |
|----------|--------------|--------------|-----------------|
| Name | Relationship | Contact No.: | (Home / Office) |
| | | Contact No.: | (Mobile) |
| Address: | | | |

EDUCATIONAL PROFILE: - Attached photocopies of all academic certificates (including GCE 'N', 'O' and 'A' Levels)

| Qualification | Institute / Country | Year Started | Year Ended | Full / Part Time |
|---------------|---------------------|--------------|------------|------------------|
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| | | | | |

COMPUTER LITERACY & OTHER SKILLS: (Please indicate the software you are competent in)

| Softwares / Skills | Level of Competency |
|--------------------|----------------------------------|
| | High / Moderate / Some Knowledge |
| | High / Moderate / Some Knowledge |
| | High / Moderate / Some Knowledge |

EMPLOYMENT HISTORY - (In Chronological order) It is the policy of this company to carry out reference checks with previous companies but only after an applicant has commenced employment.

| From (mm/yy) | To (mm/yy) | Company | Basic Salary (Last Drawn) | Reasons For Leaving |
|--------------|------------|---------|-----------------------------|---------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

LANGUAGE PROFILE: (Please circle Good (G), Fair (F) or Poor (P))

| Language / Dialect | Spoken | Written |
|--------------------|-----------|-----------|
| | G / F / P | G / F / P |
| | G / F / P | G / F / P |
| | G / F / P | G / F / P |
| | G / F / P | G / F / P |

PROFESSIONAL CLUB MEMBERSHIPS:

| From (mm/yy) | To (mm/yy) | Association/Club/Society/Company | Position Held |
|--------------|------------|----------------------------------|---------------|
| | | | |
| | | | |

HOBBIES / INTERESTS:

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| |

NATIONAL SERVICE: (if applicable)

| | | | |
|-----------------------------|---|-------------|-------------------|
| Enlistment Date : | | ORD Date : | |
| Service Status : | Full Time / Part Time / Deferred / Exempted | Vocation : | |
| Rank at ORD : | | NS Status : | Active / Inactive |
| NS Unit : | | | |
| If exempted, state reason : | | | |

ADDITIONAL INFORMATION: (Please check accordingly)

| | |
|---|--|
| 1. Do you have any obligation to your present company in terms of bond, study loans etc? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. Do you suffer from any physical impairment or disease including metal illness, deafness, handicap etc? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. Have you been dismissed or discharged from the service of any company? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. Have you been convicted in a Court of Law in any country? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. Have you been declared bankrupt? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 6. Have you applied for any employment with us before? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 7. Do you have any relatives working in the Group of Companies and/or it's related subsidiaries? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

PERSONAL DATA DECLARATION & ACKNOWLEDGEMENT:

I declare that I have read, understood and agreed to the data policy and all information given herein are true and correct.

I hereby give my consent for the company to obtain, disclose, share and verify data with any source as deem appropriate for the assessment of my application.

I understand that my personal data will be shared with third parties such as Statutory & Government Bodies, Bank & Insurance Companies and Medical Institutes etc.

I understand that a misrepresentation or omission of facts will be sufficient cause for cancellation of consideration for employment or dismissal from the Company.

I understand that personal data and information disclosed above is for administrative purposes only.

Signature / Date

FOR HR / INTERVIEWER USE ONLY (Please tick accordingly)

| | | | | | |
|-------------------------|--|---------------|--|--------------------|-----------------------|
| Employee No.: | | Department : | | Employment Terms : | Permanent / Temporary |
| Job Title : | | Cost Centre : | | Date Joined : | |
| Job Grade : | | Salary : | | Allowance : | |
| Interview Date / Time : | | | | | |
| Interviewed by: | | | | | |

