

# KAWAMIN PACIFIC PTE LTD

EMPLOYMENT APPLICATION FORM

Private & Confidential

🚟 Global Procurement 🚟

#### 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. All relevant parts of this application form must be completed and in the applicant's own handwriting.
- If space in this application is insufficient, please attach an addendum.
   Kawamin Pacific Pte Ltd reserves the right to terminate the employment
- 4. Kawamin Pacific Pte Ltd reserves the right to terminate the employment of the applicant if any of the particulars supplied in this application form is found to be untrue after employment.
- 5. Send your filled in application form to the: To

The Director Human Resources Kawamin Pacific Pte Ltd 138, Robinson Road, #11-04/05 The Corporate Office, Singapore 068906 Or

By email: recruit@kawamin.com

# Post Applied for:

#### 1. PERSONAL PARTICULARS

Name (as in NRIC, please underline surname):						
NRIC/Passport No:	Marital Status: Single / Married / Divorced /Widowed					
Date of Birth:	Colour of IC: Pink / Blue					
Place of Birth:	Sex: Male / Female					
Nationality:	Religion:					
Address: Telephone No(Mobile) Email address:						
Driving License: CLASS 2 / 2A / 2B / 3 / 4 / 5						
Overseas Address & Contact Telephone Number (If you are not a Singapore Citizen or Permanent resident)						
Telephone No.						

#### 2. FAMILY PARTICULARS - Give details of your spouse and children

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Name	Relationshi p	Nationalit y	Date of Birth	Occupatio n	Company	

### 3. CONTACT PERSON / NEXT-OF-KIN - In case of emergency

Please affix a recent Passport Size photograph.

·	
Name:	Relationship:
	I
Address:	
Tel	
No.:(Home)	(Office)(Mobil

#### 4. EDUCATIONAL PROFILE – Attach photocopies of all academic certificates

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

## 5. OTHER COURSES CURRENTLY PURSUING

From (mm/yy)	Expected Date of Completion (mm/yy)	Name of Course	Institution

#### 6. SCHOLARSHIPS / AWARDS

Year of Award	Description				

#### 7. COMPUTER LITERACY & OTHER SKILLS

8. EMPLOYMENT HISTORY – Start with your latest or present company. NB: It is the policy of our company to carry out reference checks with previous companies but only after first round of interview for your confidentiality.

Fro (mm		To (mm/yy)	Company & Country	Position	Monthly Basic Salary	Allowance s (If any)	Bonus (Months )	Reason for Leaving	
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# 9. LANGUAGE PROFILE

Language	Spoke n	Written	Language	Spoke n	Written
English			Malay		
Chinese			Tamil		
Others (Please specify):					

# 10. Hobbies / Interest / Games

# **11. ADDITIONAL INFORMATION**

1. What is your expected salary?	\$				
2. What length of notice is required by your current employer?					
3. Have you been or are you suffering from any disease / illness / major medical condition / mental disorder or physical impairment?	Yes / No				
4. Have you been discharged or dismissed from the service of your previous employers?	Yes / No				
5. Have you been convicted in a court of law in any country?	Yes / No				
6. Have you ever been served with a Garnishee Order by any organization or been declared a bankrupt?	Yes / No				
7. Do you have any share in any business undertaking other than that in a public-listed Co.?	Yes / No				
8. Are you holding directorship or other appointment in any company?	Yes / No				
If your answer to any of the above is Yes, please give details in the space provid (If space is insufficient, please continue on an attachment)	ded.				
Where did you learn about KAWAMIN?					
Three reasons why you want to work with KAWAMIN? 1.					
2.					
3.					
Three reasons why KAWAMIN should work with you? 1.					
2.					
3.					
12. REFERENCES					

1. Name:	2. Name:
Contact details:	Contact details:

### 13. DECLARATION

I declare that all information given herein is true and correct. I understand that a 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.

Signature / Date

### 14. FOR HR DEPARTMENT USE

Applicant's position: Strength:

Weakness:

Salary Range: Remarks:

Date of Commencement: