

OFFICE FOR THE NEW EVANGELISATION



Employment Application Form

<p>Application for the Post of:</p>
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<p>Affix passport size photo here</p>

PERSONAL PARTICULARS			
Full name (<i>as in NRIC</i>) please underline surname			
Address			Gender
			Marital Status
Date of Birth	Place of Birth	Nationality	If Permanent Resident (<i>state PR start date</i>)
<i>dd/mm/yyyy</i>			
Home Tel Nbr.	Mobile Nbr.	Email Address	National Service (Rank/Exempted/ Completed)
Church affiliation		Church involvement	

EDUCATION AND TRAINING			
Name of School / Institution / University	From	To	Qualifications Attained
	(Year)	(Year)	

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WORK EXPERIENCE - use an additional sheet if necessary				
Current Employer	Job Title	From	To	
Duties & Responsibilities				
Last Drawn Salary	Allowances	AWS	Bonus	
Reasons for Leaving				
2) Immediate Past Employer	Job Title	From	To	
Duties & Responsibilities				
Last Drawn Salary	Allowances	AWS	Bonus	
Reasons for Leaving				
3) Other Past Employers	Job Title	From	To	Reasons for Leaving

LINGUISTIC PROFICIENCY						
Language / Dialect	Spoken			Written		
	Fluent	Fair	Poor	Fluent	Fair	Poor

COMPUTER SKILLS
What software applications are you familiar with?

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OTHER INFORMATIONS	Delete Accordingly
1. Have you ever been dismissed or discharged from service?	Yes/ No
2. Have you ever been convicted in a court of Law by any country?	Yes/ No
3. Have you ever been detained by the police or any government (other than traffic violations or misdemeanours)?	Yes/ No
4. Have you been or are you under any financial embarrassment listed below? (a) an undischarged bankrupt (b) a judgement debtor (c) have unsecured debts and liabilities of more than 3 months of last drawn pay (d) have signed a promissory note or an acknowledgement of indebtedness	Yes/ No
5. Have you suffered, or are suffering from any physical impairment or disease including mental illness, deafness, handicap, etc.	Yes/ No

REFERENCES					
	Name	Email Address	Contact Nbr.	Occupation	Years Known
1					
2					

DATE AVAILABLE FOR EMPLOYMENT	EXPECTED SALARY

DECLARATION	
<p>I understand that any false statement made by me on this application or any supplement thereto will be sufficient for disqualification or dismissal if appointed. This wilful suppression of any material fact will be similarly penalised.</p> <p>I authorise the Office for the New Evangelisation to make reference to all my past employers on my job performance. However, reference to my current employer may only be made with my prior permission so long as I am still in their employment.</p> <p>In filling this form, I consent to the collection, retention, processing, storage and use of all data submitted by me, and to all such data being made available or transferred to the Office for the New Evangelisation for the purpose of employment or a contractual relationship with it and facilitating administrative operations within the Catholic Archdiocese of Singapore.</p>	
Applicant's Signature	Date

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FOR OFFICIAL USE

1st Interview		2nd Interview	
Interview by:		Interview by:	
Date		Date:	

COMMENTS

RESULTS OF THE INTERVIEW

Selected / Not Selected / Keep in View

Position:

Commencement Date:

Salary:

Approved By:

Name

Signature

Date:
