

OFFICE FOR THE NEW EVANGELISATION

Job Application Form

POSITION APPLIED FOR	
Position Title:	

PERSONAL PARTICULARS			
Full Name (<i>as in NRIC</i>): (<i>Please underline surname</i>)			
Email Address:	Contact No.:	Gender:	Marital Status:
Name of Parish:	Nationality:	If Permanent Resident: (<i>state PR start date</i>)	
Church Involvement:			

WORK EXPERIENCE: (<i>use an additional sheet if necessary</i>)				
Current Employer:	Job Title:	From:	To:	
Key Responsibilities:				
Last Drawn Salary:	Reason for Leaving:			
Immediate Past Employer:	Job Title:	From:	To:	
Key Responsibilities:				
Last Drawn Salary:	Reason for Leaving:			
Other Past Employers	Job Title	From	To	Reason for Leaving

DATE AVAILABLE FOR EMPLOYMENT:	EXPECTED SALARY:

RELEVANT / PROFESSIONAL QUALIFICATIONS			
From (Year)	To (Year)	Qualifications Attained	Name of Institution

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

COMPUTER SKILLS:
What software applications are you familiar with?

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 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

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 refer to all my past employers for my job performance or the references provided in this application form. 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>	
<p>_____</p> <p>Applicants' Signature</p>	<p>_____</p> <p>Date</p>