

OFFICE FOR THE NEW EVANGELISATION

CONFIDENTIAL

Employment Application Form

Application for the Post of: _____
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How did you get to know about our job vacancy: (please circle)

(1) Catholic News (2) Website (3) Parish Bulletin: _____

(4) Referral by: _____

PERSONAL PARTICULARS		
Full name (as in NRIC) please underline surname		
Address	Nationality	
	If Permanent Resident (state PR start date)	
Home Tel No	Mobile No	Email address
Please describe your Church involvement, which will help us assess your experience working with the Church and your heart of service:		

EDUCATION AND TRAINING		
Name of School / Institution / University	Year of Graduation	Qualification Attained

WORK EXPERIENCE – use an additional sheet if necessary			
1) Current Employer	Job Title	From	To
Duties and Responsibilities:			
Monthly Salary:		Annual Remuneration (including bonuses):	

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2) Immediate Past Employer	Job Title	From	To	
Duties and Responsibilities:				
Reason for Leaving				
Other Past Employers	Job Title	From	To	Reason for leaving

LANGUAGE PROFICIENCY		
Language / Dialect	Proficiency (Tick accordingly)	
	<input type="checkbox"/> Written & Spoken	<input type="checkbox"/> Spoken Only
	<input type="checkbox"/> Written & Spoken	<input type="checkbox"/> Spoken Only
	<input type="checkbox"/> Written & Spoken	<input type="checkbox"/> Spoken Only

COMPUTER SKILLS
What software applications are you familiar with, and to what degree?

OTHER INFORMATION	Delete Accordingly
1. Have you ever been dismissed or discharged from service?	Yes / No
2. Have you ever been convicted or charged with any offence in a court of law (excluding parking offences), or are currently a subject of police investigations, either in Singapore or overseas?	Yes / No
3. Are you an undischarged bankrupt or do you have any outstanding unsecured debts of more than 3 months of last-drawn pay? <i>(Note: Unsecured debts refer to debts that are not backed by collateral. Examples of such debts include, but are not limited to, credit card instalment plans, personal loans, credit lines, overdrafts.)</i>	Yes / No
4. Are you suffering or have you suffered from any physical impairment, disability or any other medical condition? This is so that we understand whether we are able to make accommodations that may be needed to support you.	Yes / No
If any of your responses to the above questions is 'Yes', please give details.	

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

DATE AVAILABLE FOR EMPLOYMENT	EXPECTED SALARY

DECLARATION
<p>(1) I hereby give my consent to the Office for the New Evangelisation to:</p> <ul style="list-style-type: none"> (a) collect, use and/or disclose my personal data to obtain and verify information from or with any source (including third parties) as may be deemed appropriate by the Office for the New Evangelisation, for the purposes of assessing my application for employment. (b) 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. (c) retain and use my personal data set out in this application form and any other personal data subsequently provided by me in connection with my application for employment for the purpose of employment or a contractual relationship with it and facilitating administrative operations within the Roman Catholic Archdiocese of Singapore. <p>(2) I declare that the information given in this Application Form are true to the best of my knowledge and belief, and that I have not wilfully suppressed or omitted any material fact. I am aware that wilful suppression or omission of material fact or declaration of false information will render me liable to disqualification, or if appointed, to disciplinary action, and dismissal or termination immediately as the Office for the New Evangelisation may deem fit.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%; border-top: 1px solid black; text-align: center;"> <p>Applicant's Name and Signature</p> </div> <div style="width: 30%; border-top: 1px solid black; text-align: center;"> <p>Date</p> </div> </div>