



NANYANG GIRLS' HIGH SCHOOL

Human Resource Unit (Recruitment)
 2 Linden Drive
 Singapore 288683
 Fax: 64667564
 Email: careers@nygh.edu.sg

Application For Non-Teaching Positions

Instructions:

1. Fill in all information, put 'NA' or 'NIL' where relevant and tick the correct box where options are provided.
2. False information will disqualify your application, and if employed, render you liable to dismissal.
3. Please allow 3 weeks for processing. **Only shortlisted candidates** will be notified via email/phone.
4. Shortlisted candidates will be required to bring along the original and photocopies of their documents.

POSITION(S) APPLIED FOR	1.		Please affix a recent photograph
	2.		

PERSONAL DETAILS

Full Name as in Passport / Identity Card <i>(underline Surname/Family Name):</i>	Known As	Name in Chinese characters <i>(if applicable):</i>	
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Postal Address:	Identification Type: <input type="checkbox"/> Singapore Pink IC <input type="checkbox"/> Singapore Blue IC <input type="checkbox"/> Passport
Home Address <i>(if different from Postal Address)</i>	Identification Number:
Date of birth (dd/mm/yy):	Citizenship:
Marital status <i>(pls delete)</i> : Single / Engaged / Married / Divorced	For Singapore Permanent Residents only Date PR issued: UIN:
<i>For foreigners on work permit only</i> Expiry date of work permit:	Telephone Nos.: (Office) (Mobile) (Home)
	E-mail Address:

SUMMARY OF EDUCATIONAL BACKGROUND

From (mm/yy)	To (mm/yy)	Schools/Institutions Attended	Country	Qualifications Obtained

Are you bonded to any institution? Yes No

Details of bond if applicable:

DETAILS OF DIPLOMA / CERTIFICATE OR EQUIVALENT (if applicable)

Name of Institution:		Country of Institution:	
Qualification obtained (Exact Title):		Language of instruction:	
Date of Commencement: (dd/mm/yy)		Date of Completion: (dd/mm/yy)	
Awaiting Result: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	Distance Learning: <input type="checkbox"/> Yes <input type="checkbox"/> No	

DETAILS OF BACHELOR DEGREE OR EQUIVALENT

Name of Institution:		Country of Institution:	
Qualification obtained (Exact Title):		Language of instruction:	
Major Subject(s):		Minor Subject(s):	
Date of Commencement: (dd/mm/yy)		Date of Completion: (dd/mm/yy)	
Awaiting Result: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	Distance Learning: <input type="checkbox"/> Yes <input type="checkbox"/> No	

DETAILS OF POSTGRADUATE QUALIFICATIONS (if applicable)

Name of Institution:		Country of Institution:	
Qualification obtained (Exact Title):		Language of instruction:	
Major Subject(s):		Minor Subject(s):	
Title of Dissertation/ Thesis/ Academic Exercise:			
Date of Commencement: (dd/mm/yy)		Date of Completion: (dd/mm/yy)	
Awaiting Result: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	Distance Learning: <input type="checkbox"/> Yes <input type="checkbox"/> No	

INVOLVEMENT IN ACTIVITIES OUTSIDE WORK e.g. committee member / volunteer in professional associations, welfare organisations or grassroots organisations (please enter only major/key activities)

Name of Organisation	Details of Involvement	Period of Involvement (mm/yy to mm/yy)

ACADEMIC SCHOLARSHIPS & BURSARIES

Year Awarded	Name of Award	Awarding Organisation	Bond Period (mm/yy to mm/yy)

AWARDS & PRIZES

Year Awarded	Description

LANGUAGE PROFICIENCY

Language	1.	2.	3.
Competency	<input type="checkbox"/> Spoken only <input type="checkbox"/> Spoken & Written	<input type="checkbox"/> Spoken only <input type="checkbox"/> Spoken & Written	<input type="checkbox"/> Spoken only <input type="checkbox"/> Spoken & Written
Proficiency	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent

EMPLOYMENT HISTORY (In chronological order)

Period (dd/mm/yy to dd/mm/yy)	Designation	Name of Employer	Summary of Major Contributions	Reason(s) for Leaving	Last Drawn Salary	Bonus (month)

Expected Gross Monthly Salary:	Resignation Notice Period:	Earliest Commencement Date if Appointed:
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NATIONAL SERVICE RECORD (if applicable)

Enlistment Date	Operationally Ready Date	Organization enlisted (e.g. SAF, Police, SCDF)	Last rank held in active NS

If you have not served or have been exempted from National Service, please state reason:

If you have been exempted, please state Exemption Notice Number and date:

CHARACTER REFERENCES
Name 2 referees who have known you in your professional capacity.

Name	Designation	Relationship with Applicant	Years Known	Address/Telephone No./ E-mail Address

May we write to the following for a reference?
 (a) Your present employer Yes No (b) Your previous employer(s) Yes No

OTHER INFORMATION

If any of your family member(s) are presently working in Nanyang Girls' High School, please state:
 Name: Relationship: Designation: Department:

If you have submitted an application for an appointment in Nanyang Girls' High School previously, please state:
 Date of application: Position applied for: Department:

In case of emergency, please notify: -

Name:	Relationship:
Telephone Nos.:	Address if different as above:
(Office) (Mobile) (Home)	

DECLARATIONS		
1.	Have you ever suffered or are you suffering from any medical condition, physical impairment, illness, disease, mental illness or been referred for psychiatric treatment for anxiety, depression, stress, eating disorders etc?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Do you have a criminal record in Singapore?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Have you ever been convicted in a court of law in any other country (excluding parking offences or criminal records disclosed above)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	Have you been charged with any offence in a court of law in Singapore or in any other country for which the outcome is pending (excluding parking offences)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	Are you aware of being under any current police investigations in Singapore or in any other country following allegations made against you?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	Have you been or are you under any financial embarrassment i.e. (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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.	Have you ever broken any bond or left an employer without serving out your period of moral obligatory service or are currently serving any bond or moral obligatory service (e.g. bond associated with scholarship or obligatory service related to training awards or no pay leave)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.	Have you been in the employment of the Singapore Civil Service before? If yes, please complete Questions 9 and 10 below.	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.	State the last Ministry/Department you were with before you left the Singapore Civil Service.	
10.	Why did you leave the employment of the Singapore Civil Service? <input type="checkbox"/> Normal resignation <input type="checkbox"/> Expiry of contract <input type="checkbox"/> Retirement (optional retirement, early retirement under Section 7(2)(H) of the Pensions Act) <input type="checkbox"/> Retirement (on reaching statutory retirement age) <input type="checkbox"/> Retirement under Section 7(2)(1) of the Pensions Act <input type="checkbox"/> Dismissal, discharge or termination of service <input type="checkbox"/> Other grounds (please specify) _____	
11.	If you have ticked 'Yes' for any of the declarations above, please provide details. Question No. _____	
<p>Declaration I understand and agree that all personal data that I have provided in this application can be collected, retained and used by Nanyang Girls' High School (the Company) for the purposes of processing my application to and managing my employment relationship with the Company and/or its affiliates. I further agree that all personal data can be communicated, disclosed or transferred to the Company's affiliated companies, to any of its third party service providers providing medical, insurance, telecommunications, human resources, administrative and/or other services to the Company, or to the Company's auditors, banks, legal and compliance professionals, in connection with my employment with the Company.</p> <p>I declare that all the information provided in this application is true and complete in all respects. I understand that any misrepresentation or omission of relevant information may be considered sufficient grounds for withdrawal of an offer or subsequent dismissal from employment.</p>		
<hr style="width: 50%; margin: 0 auto;"/> Signature of Applicant		<hr style="width: 50%; margin: 0 auto;"/> Date