

# Nanyang Girls' High School

## Application Form for Appointment as Relief Staff

### I. Personal Particulars

Name Mr/Mrs/Miss/Mdm\*

Chinese Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

I. C. / Passport No. \_\_\_\_\_ Citizenship \_\_\_\_\_

Address \_\_\_\_\_

Singapore (                      )

Contact Details \_\_\_\_\_ (HP) \_\_\_\_\_ (H) \_\_\_\_\_ (email)

Period Available From \_\_\_\_\_ To \_\_\_\_\_

Leave Period Required and Reason \_\_\_\_\_

Subjects / position for : **Please select all applicable subjects.**

- |  |                                    |   |                                      |
|--|------------------------------------|---|--------------------------------------|
| <input type="checkbox"/> English Lang & Literature | <input type="checkbox"/> Chemistry | <input type="checkbox"/> Social studies | <input type="checkbox"/> PE          |
| <input type="checkbox"/> Chinese Lang & Literature | <input type="checkbox"/> Physics   | <input type="checkbox"/> Home Economics | <input type="checkbox"/> CCA : _____ |
| <input type="checkbox"/> Mathematics               | <input type="checkbox"/> History   | <input type="checkbox"/> Art            |                                      |
| <input type="checkbox"/> Biology                   | <input type="checkbox"/> Geography | <input type="checkbox"/> Music          |                                      |

I do not mind helping with administrative work       Others: \_\_\_\_\_

In case of emergency, contact \_\_\_\_\_ Name \_\_\_\_\_ Contact No(s). \_\_\_\_\_  
(State Relationship)

### II. Academic Qualifications (Please provide certified true copies for interview.)

Highest Academic Qualifications:

Name of Institute _____	Course Duration _____	From _____	To _____
Qualification Obtained (e.g. GCE 'A' levels, Bachelor's Degree, Honours Degree) _____			

*For NYGH Alumni who have completed 'A' level, please attach printscreen copies of your results from the ISP for Year 2 Block Test 1, Block Test 2 and 'A' Level Preliminary Exam with the percentile included.*

### III. CCA Participation

Name of CCA & School	Role in CCA	Achievements
E.g. Debate Club / NYGH		fs

Name of Institute \_\_\_\_\_

Year Obtained \_\_\_\_\_

## V. Teaching Experience (if applicable)

Name of Institute	Period Taught	Subjects	Level

Subjects and Level Capable of Teaching \_\_\_\_\_

## VI. Awards and Prizes

Name of Award / Prize	Awarding Organisation
E.g. A* Star Scholarship	

## VII. Character Referees *(For NYGH alumni, please name 2 teachers currently in NYGH)*

Name \_\_\_\_\_

Name \_\_\_\_\_

Contact Details \_\_\_\_\_

Contact Details \_\_\_\_\_

### **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.

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.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

### **Notes to Applicants**

Relief staff positions are available in various departments in the school throughout the year. Apart from conducting lessons, successful applicants may also be asked to assist in CCA, enrichment programmes or department activities. Administrative relief positions may also be available.

Period of employment for relief teaching is from January to May and July to Oct. Actual dates will depend on position offered and requirements of the school.

Indicate under 'Leave Period Required' the tentative dates/period you may need to be away for scholarship interviews or other valid reasons.

Shortlisted candidates will be required to attend an interview at a mutually convenient date and time.

Email enquiries and completed form to [careers@nygh.edu.sg](mailto:careers@nygh.edu.sg) or fax to 64667564.

Successful candidates will notified by email or phone.