

## EMPLOYMENT APPLICATION FORM



**Position Applied For:** \_\_\_\_\_

PERSONAL INFORMATION				
Full Name (As in NRIC/Passport):		Chinese Characters: (If applicable)		
Residential Address:				
Contact Number:		Email Address:		
Citizenship: <input type="checkbox"/> Singaporean <input type="checkbox"/> Singapore PR <input type="checkbox"/> Others, please specify:		Expected Salary:	Notice Period:	
EDUCATION				
School/ Institute Attended	Highest Qualification Obtained	Year Joined	Year Completed	
PROFESSIONAL EXPERIENCE				
Company	Position	Employment Period	Last Drawn Salary, Bonus, Allowance	Reason for Leaving

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ACTIVITIES		
<b>Scholarships, Awards, Prizes</b>	<b>Professional/Association Memberships</b>	
LANGUAGE PROFICIENCY		
	<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
CHARACTER REFERENCE		
(Please provide 2 character references from your past employment. Referee must not be a family member or relative)		
<b>Name of referee</b>	<b>Contact Number &amp; Email</b>	<b>Company / Position</b>
<b>Name of referee</b>	<b>Contact Number &amp; Email</b>	<b>Company / Position</b>
DECLARATION		
<p>1. Have you ever been employed by this company?</p> <p>If Yes, state date, position and location <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p>		
<p>2. To the best of your knowledge, are any of your relatives currently:</p> <p>- Employed by the company <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>- On the Board of Directors <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>- Acting as vendors, subcontractors or suppliers to the company <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>You will be required to declare any conflict of interest as and when it arises. Please refer to the Conflict of Interest Policy</p> <p>If Yes to any of the above, state name and relationship:</p>		
<p>3. Have you ever been discharged or dismissed from the service of your previous employers?</p> <p>If Yes, state details: <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p>		
<p>4. Are you, or have you ever been, the subject of investigation by any previous or current employer?</p> <p>If Yes, state details: <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p>		
<p>5. Have you ever been convicted of any offence in a Court of Law in any country?</p> <p>If Yes, state details: <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p>		

**CONSENT & DECLARATION**

**PRIVACY NOTICE**

As an applicant for a position at Sembcorp Industries Ltd (SCI) and/or its group of companies (hereinafter referred to as "we" or "us" or "our"), you consent to the use and processing of any and all of your personal data, including without limitation those provided in the application form, your Curriculum Vitae and any other personal data that you may provide during the job application process to us (collectively, "Personal Data") for the purposes of processing your job application and evaluating your qualifications and eligibility for the vacancy; contacting you with a decision. In relation to your job application; and/or maintaining our recruitment records (collectively, "Purpose").

We also wish to inform you that your Personal Data may be disclosed to third parties, such as to our headquarters, regional offices, subsidiaries, affiliates and/ or members within SCI's group of companies, and/or our service providers, which may be located outside Singapore, for reasons relating to the Purpose.

If a decision has been made not to hire you, we will retain your Personal Data to consider if you would be suitable for another position with us. If you have been hired, you may be required to provide fresh consent for our processing of your Personal Data for purposes of your employment or engagement with us.

You may request for access to or correction of your Personal Data or limit the processing thereof at any time hereafter by submitting such request to the Human Resources department. Any inquiries or complaints with respect to your Personal Data should also be channeled to us in this manner.

Please note that it will be necessary for us to collect, use and/or disclose your Personal Data for the Purpose, without which we will not be able to consider your job application. You represent and warrant that the consent of third parties (e.g. referees) whose personal data you have provided and disclosed to us has been sufficiently obtained to allow us to process the same in relation to the Purpose.

**ACKNOWLEDGEMENT AND CONSENT**

I have read and understood the terms of the above Privacy Notice and consent to the processing of my Personal Data as described above. I declare that the particulars in this application are true to the best of my knowledge and belief and that I have not willfully suppressed any material fact. I also understand that if after employment it is found that I have deliberately made a false declaration, the Company reserves the right to terminate my employment.

Date: \_\_\_\_\_

Signature of applicant: \_\_\_\_\_

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<b>ADDITIONAL INFORMATION EMERGENCY CONTACT</b>		
<b>Immediate Family Members (spouse or parents, children)</b>	<b>Contact Number</b>	<b>Relationship</b>