



**EDUCATIONAL BACKGROUND** (primary, secondary, tertiary & professional)

Institution/ Country <i>e.g. Nanyang Technological University (SIN)</i>	Qualification <i>Bachelor of Accountancy</i>	From <i>1990</i>	To <i>1994</i>

**LANGUAGE PROFICIENCY**

(Please circle Good, Fair or Poor)

Language	Spoken	Written
English	G/ F/ P	G/ F/ P
Chinese	G/ F/ P	G/ F/ P

**COMPUTER LITERACY**

(Please circle Advanced, Intermediate or Beginner)

Word	A/ I/ B
Excel	A/ I/ B
PowerPoint	A/ I/ B
Photoshop	A/ I/ B (Not familiar)
Video-editing	A/ I/ B (Not familiar)

**EMPLOYMENT HISTORY** (start with your latest/ present company).

It is the policy of this Company to carry out reference checks with previous companies.

Company/ Country	Position	From	To	Salary
1)				
Reason for Leaving:				
Brief Description of Job Duties				
2)				
Reason for Leaving:				
Brief Description of Job Duties				
3)				
Reason for Leaving:				
Brief Description of Job Duties				
4)				
Reason for Leaving:				
Brief Description of Job Duties				
5)				
Reason for Leaving:				
Brief Description of Job Duties				

**DATE OF AVAILABILITY & EXPECTED SALARY**

If selected for the position, when can you start work?	Expected Salary :
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**REFERENCES (please do not include relatives)**

Name:	Company:	Job Title:
Email:		Mobile:      Years Known:
Name:	Company:	Job Title:
Email:		Mobile:      Years Known:

**ADDITIONAL INFORMATION**

Do you have any relatives or friends who are employed by SingHaiyi Group?	Yes / No
Have you suffered or are you suffering from any mental disorder, physical or serious illness?	Yes / No
Have you ever been dismissed from the service of your previous employer?	Yes / No
Have you ever been convicted in a court of law in any country?	Yes / No
Have you ever been served with a bankruptcy proceeding or been declared a bankrupt?	Yes / No
Do you have any share in any business undertaking other than that in a public-listed company?	Yes / No
Are you holding any directorship or related appointment in any company?	Yes / No

If "yes", please elaborate \_\_\_\_\_

**DECLARATION**

I declare that to the best of my knowledge, the particulars provided are true and I hereby give my consent to the company to check my employment records with my previous employers/references given. I accept that if any of the information given by me in this application is in any way false or incorrect, the Company shall have the right to terminate my employment without notice and without giving any reason.	
Signature _____	Date _____

**CONSENT FOR JOB APPLICATION / EMPLOYMENT**

I acknowledge that I consent to the collection, use and/or disclosure of my personal data for the purpose of job application. In the event that SingHaiyi Group has received my job application or personal data from any third party, I confirm that the third party has been duly authorised by me to disclose my personal data to you for the same purpose.	
Signature _____	Date _____