



Job Application Form

Position Applied For:				Date of Application:			
SECTION I: PERSONAL PARTICULARS (*Please delete if not applicable)							
Full Name (according to NRIC) Dr / Mr / Mrs / Mdm / Miss*				Recent Passport-size Photograph is required			
Home Address: Singapore ()		Mobile:	Home Tel:				
Email Address:		Marital Status: Single / Married / Divorced / Widowed*				No. of children: _____ & Age(s): _____	
Partial NRIC No (e.g. XXXXX567A): Pink / Blue*		Date of Birth				Country of Birth:	
Gender: Male / Female*		Race:		Religion:			
Church Affiliation (if applicable):		Nationality:					
SECTION II: ACADEMIC / PROFESSIONAL QUALIFICATIONS (Please attach copy of relevant certificates and transcripts)							
Name of Institutes	Country	From (MM/YY)	To (MM/YY)	Qualification Attained	Full-time / Part-time		
SECTION III: COURSES CURRENTLY PURSUING							
Name of Institutes	Name of Course			Duration	Expected Completion Time		
SECTION IV: EMPLOYMENT DETAILS (Please start with your most recent appointment)							
From (MM/YY)	To (MM/YY)	Company	Position Held	Full-time / Part-time	Nature of Duties & Reason for Leaving		
Current / Last drawn Monthly Salary:			Resignation Notice Period:				
Expected Monthly Salary:			Date of Availability if Selected:				

SECTION V: RELEVANT WORK EXPERIENCE*Please share with us your experience in teaching/working with individuals with special needs**Please provide the following details if you have taught/worked with children/youths with special needs.*

Duration of Experience	Age Range of Students Taught/Worked With	Range of Special Needs Worked With
Subjects Taught / Area of Expertise		Other Related Experience

SECTION VI: NATIONAL SERVICE (tick ✓ the appropriate box)

- ☐ Completed (Duration: From _____ to _____)
☐ Currently Serving (Expected ROD _____)
☐ Disrupted (Reason(s): _____)
☐ Exempted (Reason(s): _____)

SECTION VII: REFERENCE (Referees should not be related to you and preferably be your supervisor in your previous employment.)*Please note that the School may write to the organisations/ individuals below before or upon your acceptance of employment.*

Name:			Name:		
Email:		Mobile:	Email:		Mobile:
Company:	Occupation:	Years Known:	Company:	Occupation:	Years Known:

SECTION VIII: EMERGENCY CONTACT PERSON(s)

Name:	Relationship:	Contact Nos.: (e.g. Office/Home/Mobile)
Name:	Relationship:	Contact Nos.: (e.g. Office/Home/Mobile)

SECTION IX: DECLARATION BY APPLICANT (tick ✓ the appropriate box)	
1. Have you ever been convicted in a court of law in any country?	☐ No ☐ Yes
2. Have you ever been declared a bankrupt?	☐ No ☐ Yes
3. Have you ever been dismissed or suspended from the service of any company?	☐ No ☐ Yes
4. Have you ever suffered from or received any treatment for any medical/psychiatric condition?	☐ No ☐ Yes
5. Have you ever made previous application for employment to Grace Orchard School?	☐ No ☐ Yes
6. Do you have a physical, visual, sensory or mental impairment/disability which substantially limits one or more life activities (e.g. walking, seeing, hearing, breathing, reading or learning)?	☐ No ☐ Yes
7. Do you have any family member(s), relative(s) or friend(s) working / studying in Grace Orchard School or serving in the School Management Committee(s) of Grace Orchard School?	☐ No ☐ Yes
If your answer is “Yes” to any of the above questions, please state the details below:	
STATEMENT ON PERSONAL DATA PROTECTION	
1. Grace Orchard School aims to comply with the requirements of the Personal Data Protection Act 2012 (“PDPA”). 2. In context of employment, Grace Orchard School collects personal data and may disclose personal data to third parties where necessary for the following purposes: a) assessing and evaluating applicant’s suitability for employment; and b) verifying applicant’s identity and the accuracy of the personal details and other information provided. 3. Upon selection and employment by Grace Orchard School, the school uses personal data for the purpose(s) of managing her employees, effecting statutorily required contribution(s) and making arrangement(s) for applicable employee benefit(s). 4. If you provide information to us about another individual (for example, your referees), you must ensure that the individual is aware that you have disclosed his/her personal data to Grace Orchard School and that Grace Orchard School may use his/her personal data for the purpose(s) and in the manner stated herein.	
APPLICANT’S ACKNOWLEDGEMENT	
1. I give consent to Grace Orchard School for the collection, use and/or disclosure of my personal data for the purpose of evaluating and assessing my suitability for employment and, upon selection and signing on with Grace Orchard School, the management of my employment status, effecting statutorily required contribution(s) and making arrangement(s) for applicable employee benefit(s). 2. I certify that document(s) and information I have provided are true and correct and agree that the document(s) and information I have provided can be verified by direct contact with my nominated referees. 3. I am aware that Grace Orchard School reserves the right to terminate my employment immediately if it is found that I have provided false document(s) and/or information or that I have wilfully suppressed materials fact(s). 4. By signing below, I hereby: a) agree that Grace Orchard School may release my personal data and academic results, as provided in this application form to MOE and/or NIE for administration purposes; and b) acknowledge that I have read and understood all the clauses above and that I agree to all of them.	
Signature of Applicant	Date
Official Use (tick ✓ the appropriate box)	
The candidate is: ☐ Selected ☐ Rejected ☐ Others: _____ Please state the reason: _____	
Interviewed by:	Date:
At 2 nd Interview or Lesson Trial, the candidate is: ☐ Selected ☐ Rejected ☐ Others: _____ Please state the reason: _____	
Interviewed or Observed by:	Date: