



# New Life Community Services Application for Employment

<b>POSITION APPLIED FOR</b> (please state in order of preference)	1.	
	2.	
	3.	

Please attach a softcopy of your recent photograph here

## Personal Particulars

<b>Name</b> (as in NRIC/Passport)			
<b>Residential Address</b>			
<b>NRIC / Passport No.</b>		<b>Date of Birth / Age</b>	
<b>Ethnic Group</b>		<b>Citizenship</b>	
<b>Religion</b>		<b>Church (if Christian)</b>	
<b>Marital Status</b>		<b>Gender</b>	
<b>Contact Number (HP)</b>		<b>E-mail Address</b>	

## Education & Training

(Include current courses of study, if any, stating expected date of completion.)

School / College / Institution / University	Course of Study	Duration		Qualification Obtained
		From	To	

## Language Proficiency

Spoken Only	
Spoken & Written	

## Computer Literacy

	Preferred Software, if any (e.g. Word, Lotus, etc.)	Level of Proficiency (Please Indicate : None / Low / Mid / High)
E-mail		
Word Processing		
Spreadsheet		
Slides Presentation		
Database		
Web browsing		
Programming		
Network Admin		
Web Authoring / Design		
Others:		

## Employment History (Begin with current / most recent company)

Period		Company Name	Position	Last Drawn Salary (Gross)	Reason for Leaving
From	To				

**Brief Description of Duties of Current or Last Held Job**

## Personal & Professional Interests

Hobbies, Sports & Games	Club / Society / Association / Political Party Memberships	Volunteer Work Experiences

## Personal Character Awareness and Development

1. How would you describe yourself?

a. What would you consider to be your strengths and weaknesses?

b. What are you most passionate about? (i.e. your career aspirations, what motivates or interests you, etc.)

c. Based on your strength, in what way would you best be able to add value / contribute to the organisation?

## References

<b>Name</b>	
<b>Relationship</b>	
<b>Designation</b>	
<b>Contact Number</b>	

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<b>Contact Number</b>	

## Expectations of This Application

<b>Employment Type</b> (full time or part-time)	
<b>Expected Salary</b>	
<b>Notice Period</b>	
<b>Other Expectations</b>	

## Other Information (Please /)

	Yes	No
Have you ever been made a bankrupt?		
Have you been convicted of any offence <ul style="list-style-type: none"> <li>- involving child abuse or child neglect</li> <li>- under Part XI of the women's charter (Cap 353)</li> <li>- under Section 375 or 376A of the Penal code (Cap 224)</li> </ul> If yes, state offence and term of sentence below:		
Have you been issued with a warning letter by the Ministry of Community Development, Youth and Sports or previous employments? If yes, state offence and term of sentence below:		
Have you ever been convicted in any court of law? If yes, state offence and term of sentence below:		
Are you liable for any debt at the present state? If yes, state nature, extent and possibility of liquidation below:		
Have you ever been or are you suffering from any physical impairment, medical/physical disability or disease, including mental illness and/or drug problems? If yes, give details below:		
Do you have any relatives employed by New Life Community Services or Covenant Evangelical Free Church? If yes, state name and relationship below:		

## Declaration

I declare that the statements contained in this form are complete and accurate to the best of my knowledge and belief, and that I have not willfully suppressed any information. I understand that, if I should be employed by New Life and subsequently found to have made a false declaration, severe disciplinary action will be taken against me, which may include immediate dismissal without compensation.

\_\_\_\_\_  
Applicant's Signature

Date :