



NANYANG GIRLS' HIGH SCHOOL

Human Resource Unit (Recruitment)

2 Linden Drive

Singapore 288683

Fax: 64667564

Email: careers@nygh.edu.sg

Application For Non-Teaching Positions

Instructions:

1. Fill in all information, put 'NA' or 'NIL' where relevant and tick the correct box where options are provided.
2. False information will disqualify your application, and if employed, render you liable to dismissal.
3. Please allow 3 weeks for processing. **Only shortlisted candidates** will be notified via email/phone.
4. Shortlisted candidates will be required to bring along the original and photocopies of their documents.

POSITION(S) APPLIED FOR

1.

2.

PERSONAL DETAILS

Please affix a recent photograph

Full Name as in Passport / Identity Card
(underline Surname/Family Name):

Known As

Name in Chinese characters
(if applicable):

Postal Address:

Identification Type:

☐ Singapore Pink IC ☐ Singapore Blue IC ☐ Passport

Home Address (if different from Postal Address)

Identification Number:

Citizenship:

For Singapore Permanent Residents only

Date of birth (dd/mm/yy):

Date PR issued:

UIN:

Marital status (pls delete): Single / Engaged / Married / Divorced

Telephone Nos.:

(Office)

(Mobile)

(Home)

For foreigners on work permit only

Expiry date of work permit:

E-mail Address:

SUMMARY OF EDUCATIONAL BACKGROUND

From (mm/yy)	To (mm/yy)	Schools/Institutions Attended	Country	Qualifications Obtained

Are you bonded to any institution?

☐ Yes

☐ No

Details of bond if applicable:

DETAILS OF DIPLOMA / CERTIFICATE OR EQUIVALENT (if applicable)			
Name of Institution:		Country of Institution:	
Qualification obtained (Exact Title):		Language of instruction:	
Date of Commencement: (dd/mm/yy)		Date of Completion: (dd/mm/yy)	
Awaiting Result: ☐ Yes ☐ No	☐ Full-Time ☐ Part-Time	Distance Learning: ☐ Yes ☐ No	
DETAILS OF BACHELOR DEGREE OR EQUIVALENT			
Name of Institution:		Country of Institution:	
Qualification obtained (Exact Title):		Language of instruction:	
Major Subject(s):		Minor Subject(s):	
Date of Commencement: (dd/mm/yy)		Date of Completion: (dd/mm/yy)	
Awaiting Result: ☐ Yes ☐ No	☐ Full-Time ☐ Part-Time	Distance Learning: ☐ Yes ☐ No	
DETAILS OF POSTGRADUATE QUALIFICATIONS (if applicable)			
Name of Institution:		Country of Institution:	
Qualification obtained (Exact Title):		Language of instruction:	
Major Subject(s):		Minor Subject(s):	
Title of Dissertation/ Thesis/ Academic Exercise:			
Date of Commencement: (dd/mm/yy)		Date of Completion: (dd/mm/yy)	
Awaiting Result: ☐ Yes ☐ No	☐ Full-Time ☐ Part-Time	Distance Learning: ☐ Yes ☐ No	
INVOLVEMENT IN ACTIVITIES OUTSIDE WORK e.g. committee member / volunteer in professional associations, welfare organisations or grassroots organisations (please enter only major/key activities)			
Name of Organisation	Details of Involvement	Period of Involvement (mm/yy to mm/yy)	
ACADEMIC SCHOLARSHIPS & BURSARIES			
Year Awarded	Name of Award	Awarding Organisation	Bond Period (mm/yy to mm/yy)
AWARDS & PRIZES			
Year Awarded	Description		

LANGUAGE PROFICIENCY

Language	1.	2.	3.
Competency	☐ Spoken only ☐ Spoken & Written	☐ Spoken only ☐ Spoken & Written	☐ Spoken only ☐ Spoken & Written
Proficiency	☐ Fair ☐ Good ☐ Excellent	☐ Fair ☐ Good ☐ Excellent	☐ Fair ☐ Good ☐ Excellent

EMPLOYMENT HISTORY (In chronological order)

Period (dd/mm/yy to dd/mm/yy)	Designation	Name of Employer	Summary of Major Contributions	Reason(s) for Leaving	Last Drawn Salary	Bonus (month)
Expected Gross Monthly Salary:		Resignation Notice Period:		Earliest Commencement Date if Appointed:		

NATIONAL SERVICE RECORD (if applicable)	
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Enlistment Date	Operationally Ready Date	Organization enlisted (e.g. SAF, Police, SCDF)	Last rank held in active NS

If you have not served or have been exempted from National Service, please state reason:		

If you have been exempted, please state Exemption Notice Number and date:

CHARACTER REFERENCES

Name 2 referees who have known you in your professional capacity.				

Name	Designation	Relationship with Applicant	Years Known	Address/Telephone No./ E-mail Address

May we write to the following for a reference?				
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(a) Your present employer ☐ Yes ☐ No

(b) Your previous employer(s) ☐ Yes ☐ No

OTHER INFORMATION

If any of your family member(s) are presently working in Nanyang Girls' High School, please state:

Name:	Relationship:	Designation:	Department:
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If you have submitted an application for an appointment in Nanyang Girls' High School previously, please state:

Date of application: _____ Position applied for: _____ Department: _____

_____ Date of Approval: _____ Date of Approval: _____ Date of Approval: _____

In case of emergency, please notify: -

Name:	Relationship:
Telephone Nos.: (Office) (Mobile) (Home)	Address if different as above:

DECLARATIONS		
1.	Have you ever suffered or are you suffering from any medical condition, physical impairment, illness, disease, mental illness or been referred for psychiatric treatment for anxiety, depression, stress, eating disorders etc?	☐ Yes ☐ No
2.	Do you have a criminal record in Singapore?	☐ Yes ☐ No
3.	Have you ever been convicted in a court of law in any other country (excluding parking offences or criminal records disclosed above)?	☐ Yes ☐ No
4.	Have you been charged with any offence in a court of law in Singapore or in any other country for which the outcome is pending (excluding parking offences)?	☐ Yes ☐ No
5.	Are you aware of being under any current police investigations in Singapore or in any other country following allegations made against you?	☐ Yes ☐ No
6.	Have you been or are you under any financial embarrassment i.e. (a) an undischarged bankrupt, (b) a judgement debtor, (c) have unsecured debts and liabilities of more than 3 months of last-drawn pay, (d) have signed a promissory note or an acknowledgement of indebtedness?	☐ Yes ☐ No
7.	Have you ever broken any bond or left an employer without serving out your period of moral obligatory service or are currently serving any bond or moral obligatory service (e.g. bond associated with scholarship or obligatory service related to training awards or no pay leave)?	☐ Yes ☐ No
8.	Have you been in the employment of the Singapore Civil Service before? If yes, please complete Questions 9 and 10 below.	☐ Yes ☐ No
9.	State the last Ministry/Department you were with before you left the Singapore Civil Service.	
10.	Why did you leave the employment of the Singapore Civil Service? ☐ Normal resignation ☐ Expiry of contract ☐ Retirement (optional retirement, early retirement under Section 7(2)(H) of the Pensions Act) ☐ Retirement (on reaching statutory retirement age) ☐ Retirement under Section 7(2)(1) of the Pensions Act ☐ Dismissal, discharge or termination of service ☐ Other grounds (please specify) _____	
11.	If you have ticked 'Yes' for any of the declarations above, please provide details. Question No. _____	
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		