

# AMITY GLOBAL INSTITUTE

- Strictly Confidential -

## APPLICATION FOR EMPLOYMENT

This form may take you approximately 20 minutes to fill in.

You will need the following information to fill in the form and attached the supporting documents:

- a. Educational Qualification (Certificate & Transcript/Results)
- b. Employment History (CV)
- c. Testimonial/Letter from former employer/s (if any)
- d. Current/Last Drawn Salary
- e. Particulars of Family Members
- f. National Service Details (if applicable)

All attachment must bear your name.

Please note:

- 1. Application that is not properly completed or illegible may not be considered.
- 2. The application form must be completed in accordance with the instructions on this form.
- 3. Any false particulars given or willful suppression of material facts by applicants will disqualify them for appointment, and if appointed, to immediate dismissal and/or appropriate legal proceedings.
- 4. Amity does not enter into correspondence with regard to the reasons for selection of applicants.

Please  the appropriate.

<b>POST APPLIED FOR</b> <input type="text"/>
<b>Will you consider other posts beside the post applied for?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>How did you get to know about this vacancy?</b>
<input type="checkbox"/> Newspaper : _____
<input type="checkbox"/> Job Portal : _____
<input type="checkbox"/> Magazine / Journal : _____
<input type="checkbox"/> Recruitment Agency / Headhunter : _____
<input type="checkbox"/> Referral : _____
<input type="checkbox"/> Others : _____

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## PERSONAL DETAILS

Full Name in BLOCK LETTERS AS IN THE NRIC / PASSPORT (Underline Surname/ Family Name)					
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female					
Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Others: _____					
<b>Contact Details</b>					
Home Address					
Home		Mobile		Email Address	
Date of Birth (DD/MM/YYYY)		Country of Birth		Nationality	

Please Attach Your  
Recent Photo  
(Passport-Size Photo /  
Digital Copy)

## FAMILY PARTICULARS

Relationship	Name	Age	Citizenship	Occupation	Name of Employer
Father					
Mother					
Spouse					
Children					

### In Case of Emergency

Person to Contact		Relationship	
Contact Details :    Home		Mobile	

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## EDUCATION (Starting with the highest qualification attained)

From (MM YY)	To (MM YY)	Schools / Institutions / Universities	Country	Highest Qualification Attained

Language Proficiency							
Written & Spoken	Proficiency			Spoken Only	Proficiency		
	<input type="checkbox"/> Fluent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair		<input type="checkbox"/> Fluent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair
	<input type="checkbox"/> Fluent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair		<input type="checkbox"/> Fluent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair
	<input type="checkbox"/> Fluent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair		<input type="checkbox"/> Fluent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair

Scholarships / Awards / Sponsorships			
From (MM YY)	To (MM YY)	Type of Award /Awarding Body	Length of Bond (If any)

Membership of Professional Institutions / Societies			
From (MM YY)	To (MM YY)	Name of Institution / Society	Type of Membership

## EMPLOYMENT HISTORY (Starting with the latest employment)

From (MM YY)	To (MM YY)	Company	Position Held	Monthly Salary (Basic)	Variable Bonus/ AWS (month)	Reason(s) for Leaving

Expected Salary S\$  per month S\$  per annum

Resignation Notice Period  Proposed Commencement Date

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## NATIONAL SERVICE (If applicable)

Date Enlisted	Date Discharged	Type of Service	Highest Rank Attained	If Exempted, please indicate Exemption Notice Number and Date
		<input type="checkbox"/> SAF <input type="checkbox"/> SPF <input type="checkbox"/> SCDF		

## CHARACTER REFEREES

Please provide particulars of 2 persons who are not related to you and permitted you to disclose their details to Amity. They should be responsible persons who know you well with regards to your character and work performance. Both referees should be gainfully employed. Amity Global Institute may contact either or both of the referees stated.

Character Referee 1		Character Referee 2	
Name		Name	
Address		Address	
Email Address		Email Address	
Contact No.		Contact No.	
Designation		Designation	
Company		Company	
Years Known		Years Known	

## DECLARATION

Questions 1 to 4 are mandatory below:

1. May we write to your previous employer(s) for a reference?       Yes     No
  
2. Have you ever applied for positions with Amity Global Institute?       Yes     No  
 If 'Yes', please state Position \_\_\_\_\_ and Date \_\_\_\_\_
  
3. Are you related to any of our existing employees?       Yes     No  
 If yes, please elaborate \_\_\_\_\_
  
4. Do you have an existing employment contract which requires payment to be made to another party if you join us (i.e. under a bond)?       Yes     No  
 If yes, please elaborate \_\_\_\_\_

**Please answer the following questions:**

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| 1. Do you have a criminal record in Singapore?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Have you ever been convicted in a court of law in any other country, excluding parking offences or criminal records disclosed above?        | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. 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?             | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Are you aware of being under any current police investigations in Singapore or in any other country following allegations made against you? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. Have you ever been dismissed, discharged, terminated or suspended from employment?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

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6.	Have you been or are you presently under any financial embarrassment i.e. an un-discharged bankrupt, have signed a promissory note or an acknowledgement of indebtedness or a declared bankrupt?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7.	Have you ever had, or suffering from any	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	- Medical condition, disease	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	- Physical impairment	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	- Mental illness	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	- Others, please specify:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	_____		
8.	Did you ever leave an employer without serving out your period of moral obligatory service (Eg. Resulting from no-pay leave taken or training)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9.	If your answer is "Yes" to any of the questions above, please state details below (use separate sheet if necessary):		
	_____		
	_____		
	_____		

## Self-Declaration

1. I declare that the information provided in this application is true to the best of my knowledge and belief, and I have not willfully suppressed any material acts. Any misrepresentation or omission of information will be grounds for withdrawal of an employment offer or for dismissal.
2. I authorize the company to submit the said information to any person, firm, corporation, body, bureau, Police or Government authority for the purpose of any investigation or verification which the company deems necessary to make with reference to my employment, conduct other details relevant to this application.
3. I agree that in any legal proceedings, I shall not dispute the authenticity or accuracy of any statement, confirmations, records, acknowledgments, information recorded in or produced in this application.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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## For Academic Position Only

I declare that: (with reference to PE Regulation 26 of the PE Act 2009)

1. I have not been convicted of any offence involving sexual, child, physical or drug abuse, or fraud or dishonesty; whether in Singapore or elsewhere; and
2. I have not been convicted of any offence under the Private Education Act within a period of 5 years preceding the date of this declaration.
3. I have met the minimum qualifications and experience requirements\* to teach the assigned course; and the *\*minimum qualifications and experience referred as follows:*

Please  where appropriate:

- I have less than 5 years of working experience in the field to which the course, module or subject relates, and qualifications in that field which are at least a level higher than the level of the course;*
- I have at least 5 years of working experience in the field to which the course, module or subject relates, and qualifications in that field which are at least equivalent to the level of the course; or*
- I have at least 5 years of working experience in the field to which the course, module or subject relates, and qualifications in a different field which are at least one level higher than the level of the course; and*

4. I have at least a pass at General Certificate in Education 'Ordinary' level or its equivalent in the language medium of the course, module or subject he is to be deployed to teach.
5. I have at least 5 years of working experience in the fields to which the course, modules or subject relates is of a vocational nature, in lieu of qualifications.
6. My educational qualifications are conferred by educational institutions which are recognised by the relevant authorities\*\* and have not been conferred as honorary degrees

**\*\* "Relevant authority", in relation to an education institution, means —**

- a. An authority which is responsible for supervising or regulating the education institution in the country or territory where the education institution is established; or*
- b. In the absence of such an authority, anybody which is generally recognised by the academic community in the country or territory where the education institution is established as being able to make an authoritative assessment or evaluation of, and give official recognition to, the academic standard of the education institution.*

**The contents of this application are true to the best of my knowledge, information and belief.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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## For Office Use by the Screening Committee

Please  the appropriate.

**Academic Qualifications**     Above Average     High Average     Average     Not Acceptable

**Subject Knowledge**     Above Average     High Average     Average     Not Acceptable

**Communication Skills**     Above Average     High Average     Average     Not Acceptable

### General Remarks by the Screening Committee

By Screening Committee Member 1

<b>Name</b>		<b>Signature</b>	
<b>Designation</b>		<b>Date</b>	

By Screening Committee Member 2

<b>Name</b>		<b>Signature</b>	
<b>Designation</b>		<b>Date</b>	

**RECOMMENDED** For

(Designation)	Salary	
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Reasons in brief if  
**NOT RECOMMENDED**

### Final Remarks of Senior Management

<b>Name</b>		<b>Signature</b>		<b>Date</b>	
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