

# 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

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 **R** 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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# AMITY GLOBAL INSTITUTE

## PERSONAL DETAILS

Full Name in **BLOCK LETTERS AS IN THE NRIC / PASSPORT** (Underline Surname/ Family Name)

### Contact Details

Home Address

<b>Home</b>		<b>Mobile</b>		<b>Email Address</b>	
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### In Case of Emergency

Person to Contact  Relationship

Contact Details: Home  Mobile

## 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

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# AMITY GLOBAL INSTITUTE

## 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

## 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	
Email Address		Email Address	
Contact No.		Contact No.	

## 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?                       Yes                       No
2. Have you ever been convicted in a court of law in any other country, excluding parking offences or criminal records disclosed above?                       Yes                       No

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# AMITY GLOBAL INSTITUTE

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
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. 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
8. If your answer is "Yes" to any of the questions above, please state details below (use separate sheet if necessary):		
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<hr/>		
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## 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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# AMITY GLOBAL INSTITUTE

## 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 **R** 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 **R** the appropriate.

<b>Academic Qualifications</b>	<input type="checkbox"/> Above Average	<input type="checkbox"/> High Average	<input type="checkbox"/> Average	<input type="checkbox"/> Not Acceptable
<b>Subject Knowledge</b>	<input type="checkbox"/> Above Average	<input type="checkbox"/> High Average	<input type="checkbox"/> Average	<input type="checkbox"/> Not Acceptable
<b>Communication Skills</b>	<input type="checkbox"/> Above Average	<input type="checkbox"/> High Average	<input type="checkbox"/> Average	<input type="checkbox"/> 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>	

**RECOM M ENDED** For (Designation) Salary

Reasons in brief if **NOT RECOM M ENDED**

### Final Remarks of Senior Management

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