



PRIVATE & CONFIDENTIAL

APPLICATION FOR EMPLOYMENT

The Esplanade Co Ltd
 1 Esplanade Drive Singapore 038981
 Tel (65) 6828 8222 Fax (65) 6338 5838

Instructions: 1. Please complete all the information required. Indicate "NA" where information is not available. 2. Photocopies of documents (non-returnable) supporting your application must be attached. 3. Referees should not be relatives or members of the applicant's family.	Post Applied For
---	------------------

PERSONAL PARTICULARS			
Name (in BLOCK LETTERS, underline surname) according to I/C, Passport			
Alias / Other Name (if any)		Name in Chinese Character	
Address in Singapore		Postal Code	Email Address
Handphone No	Office Tel No		Home Tel No
Nationality	Citizenship	Place of Birth	Driving Licence (class)

EDUCATION (Highest Level Attained)				
<input type="checkbox"/> GCE 'O' level <input type="checkbox"/> GCE 'A' level <input type="checkbox"/> Diploma <input type="checkbox"/> University Degree <input type="checkbox"/> Masters <input type="checkbox"/> Others _____				
	School / College / University Attended	Period		Highest Standard Passed
		From (mm/yy)	To (mm/yy)	
Primary				
Secondary				
Pre-U/Polytechnic				
Tertiary	1			
	2			
	3			

LANGUAGE PROFICIENCY					
Spoken	<input type="checkbox"/> English	<input type="checkbox"/> Bahasa Melayu	<input type="checkbox"/> Mandarin	<input type="checkbox"/> Tamil	<input type="checkbox"/> Others, please specify _____
Written	<input type="checkbox"/> English	<input type="checkbox"/> Bahasa Melayu	<input type="checkbox"/> Chinese	<input type="checkbox"/> Tamil	<input type="checkbox"/> Others, please specify _____

COMPUTER PROFICIENCY & OTHER SPECIAL SKILLS
Knowledge of PC Software Applications (pls specify)

RELEVANT ARTS TRAINING / ADDITIONAL COURSES / TRAINING ATTENDED (Include those currently being pursued)			
Professional / Technical / Special Training Courses & Institutes Attended	Period		Certification
	From	To	
			<input type="checkbox"/> Diploma <input type="checkbox"/> Certificate <input type="checkbox"/> Certificate of Attendance <input type="checkbox"/> Others _____
			<input type="checkbox"/> Diploma <input type="checkbox"/> Certificate <input type="checkbox"/> Certificate of Attendance <input type="checkbox"/> Others _____
			<input type="checkbox"/> Diploma <input type="checkbox"/> Certificate <input type="checkbox"/> Certificate of Attendance <input type="checkbox"/> Others _____

EMPLOYMENT HISTORY (Present or Last Job Held)					
Period		Name of Current or Last Employer	Monthly Salary (please exclude variable bonus payment and AWS/13mth payment)	Position Held	Reason/s for Leaving
From	To				

PREVIOUS EMPLOYMENT				
Period		Employer	Position Held	Reason/s for Leaving
From	To			

PROFESSIONAL WORK REFEREES				
Name	Tel No (s)	Years Known	Employer	Occupation

OTHER INFORMATION	
Do you have any obligation to your present or previous employer in terms of bonds, study loans, sum of money owing etc? • If yes, please give details	* Yes / No
Have you ever been terminated or dismissed from the service of any company? • If yes, please give details	* Yes / No
Do you have any criminal records in Singapore or any other country other than minor traffic violations? • If yes, please give details	* Yes / No
Have you ever applied for a position at The Esplanade Co Ltd before? • If yes, when?	* Yes / No
How did you come to know about this position in The Esplanade Co Ltd? () Advertisement () Friends/Relatives () Agency () Others () Employees of the Company	
Do you have any relatives / friends currently employed by The Esplanade Co Ltd or who are members of the Esplanade Board?	
Name	Relationship
Department	Job Title

INTERESTS / HOBBIES / RECREATIONAL ACTIVITIES / AWARDS

AVAILABILITY FOR EMPLOYMENT		
If you are accepted, when can you start work?	Notice period required to serve in current employment	What is your minimum expected salary per month?

a. I declare that the information given by me in this application is true to the best of my knowledge and belief. I also declare that I have not withheld any material information, which may affect my application. This declaration shall, if I am employed, constitute an integral part of my contract of employment. I agree and accept that if this declaration is in any part false or incorrect, the employer may terminate my employment without notice or payment in lieu of notice.

b. Information entered on this application form is voluntarily given by me as a statement of fact and qualifications for the position applied for and/or hired for. I authorise the Employer to submit the said information to any person, firm, corporation, body, bureau, department, police officials and Police Record Bureau for the purpose of any investigation or reference check which the Employer may desire to make with reference thereto. This information may also be used by the Employer to conduct reference check with my current and/or previous employers for the purpose of determining my suitability for the position that I applied. I also indemnify and hold harmless the Employer and/or previous Employers from all liabilities, demands, claims, suits, proceedings, costs and expenses of any nature in connection with the foregoing.

Name / Signature

Date