



IPS GROUP PTE LTD

71 Tech Park Crescent, Tuas Tech Park, Singapore 638072
Tel: 6863 1111 Fax: 6863 3811 Website: www.ips.com.sg

PRIVATE AND CONFIDENTIAL

IPS GROUP PTE LTD

IPS LEASING PTE LTD

IPS TECHNOLOGIES PTE LTD

EMPLOYMENT APPLICATION FORM

Position Applied for:
Date of Application:

INSTRUCTIONS

1. This form has been designed to provide us the relevant information for easy processing of your application for employment with us. It also serves as your personal record should you be employed.
2. You will need the following documents or information to fill in the form:
 - NRIC
 - Passport
 - Educational Certificates
 - Certificates of National Service and Employment, if applicable
 - Other Certifications, if applicable
 - Particulars of Parents/Spouse/Children/Character Referees
3. If space in this application is insufficient, please attach an addendum.
4. IPS Group and its subsidiaries reserve the right to terminate the employment of the applicant if any of the particulars supplied by the applicant in this application form is found to be untrue after engagement.

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Tel: 6863 1111 Fax: 6863 3811 Website: www.ips.com.sgPlease insert recent
Passport-size
photograph**A. PERSONAL PARTICULARS**

First Name (as in NRIC):		Middle Name (if applicable):		Last Name (as in NRIC):	
Name in Chinese characters (if applicable):			Gender: Male Female		
Marital Status: Single Married Separated Divorced Widowed					
Religion:		Race:		Dialect:	
Residency Status: Singapore Citizen Singapore Permanent Resident (SPR)					
NRIC No.:			Date of SPR Status Attained (dd/mm/yy):		
Country of Birth:		Date of Birth (dd/mm/yy):		Nationality:	
Passport No:	Passport Issuing Country:	Passport Issued Date (dd/mm/yy):		Passport Expiry Date (dd/mm/yy):	
<u>Contact Information in Singapore</u>					
Residential Address: _____					
Postal Code: _____					
Tel. No: _____ (Home) _____ (Office) _____ (Mobile)					
Email Address: _____					
<u>Contact Information (Overseas, for non-Singapore Citizen or Permanent Resident)</u>					
Permanent Residential Address: _____					

City: _____		Postal Code: _____		Country: _____	

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Tel. No: _____					
Email Address: _____					
Driving License No: _____			Class: 2 2A 2B		
Do you own a car or motorcycle? Yes No			3 4 5		
National Service (if applicable)					
Enlistment Date (dd/mm/yy):		ORD:	Rank at Discharge:		NS Unit:
If you have not served NS or are exempted, please state reason:					

B. FAMILY PARTICULARS

Give details of your immediate family members. If space is insufficient, please provide the information on a separate sheet of paper.

Name	Relationship	Nationality	Date of Birth (dd/mm/yy)	Occupation	Company

C. CONTACT PERSON / NEXT-OF-KIN (IN CASE OF EMERGENCY)

For overseas applicants you must provide a local and overseas contact person

Name:	Relationship:
Address:	
Tel. No: _____ (Home) _____ (Office) _____ (Mobile)	

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Attach photocopies of all academic certificates

Institution	Country	Start Date (mm/yy)	End Date (mm/yy)	Highest Standard Passed	Year Passed	Enrolment	
						Part Time	Full Time

E. OTHER COURSES CURRENTLY PURSUING

From (mm/yy)	Expected Date of Completion (mm/yy)	Name of Course	Institution

Do you intend to pursue courses: **Yes** **No**
(Please provide details if your answer is YES)

F. COMPUTER LITERACY & OTHER SKILLS

Please indicate the software you are competent in

G. LANGUAGE PROFICIENCY

Language/Dialect	Spoken			Written		
	Good	Fair	Poor	Good	Fair	Poor
	Good	Fair	Poor	Good	Fair	Poor
	Good	Fair	Poor	Good	Fair	Poor
	Good	Fair	Poor	Good	Fair	Poor
	Good	Fair	Poor	Good	Fair	Poor
	Good	Fair	Poor	Good	Fair	Poor
	Good	Fair	Poor	Good	Fair	Poor

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H. EMPLOYMENT HISTORY – Start with your latest or present company.

It has the policy of the Company to conduct reference checks with previous companies but only after an applicant has been selected for the position. **Attach additional sheets if necessary.**

Organization Name:		
Address:		
Position:		Name of Last Supervisor:
From (dd/mm/yy):		Reasons for Leaving:
To (dd/mm/yy):		
Monthly Basic Salary:	Allowances (if any):	Bonus (months):
Brief Description of Job Duties:		
Major Achievements:		

Organization Name:		
Address:		
Position:		Name of Last Supervisor:
From (dd/mm/yy):		Reasons for Leaving:
To (dd/mm/yy):		
Monthly Basic Salary:	Allowances (if any):	Bonus (months):
Brief Description of Job Duties:		
Major Achievements:		

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Brief Description of Job Duties:		
Major Achievements:		

Organization Name:		
Address:		
Position:	Name of Last Supervisor:	
From (dd/mm/yy):	Reasons for Leaving:	
To (dd/mm/yy):		
Monthly Basic Salary:	Allowances (if any):	Bonus (months):
Brief Description of Job Duties:		
Major Achievements:		

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Please provide particulars of two persons who are not related to you. They should be responsible persons who know you well with regard to your character and work performance. It is the policy of IPS to carry out reference check and such contact will only be made prior to offering you employment.

Full Name:		Full Name:	
Address:		Address:	
Tel. No:		Tel. No:	
Email Address:		Email Address:	
Occupation:	Years Known:	Occupation:	Years Known:

J. HEALTH INFORMATION

1. Do you have any physical defects or infirmity?	Yes	No
2. Have you been advised to have any diagnostic test, hospital confinement or surgical operation which has not yet been performed?	Yes	No
3. Have you been or are you currently undergoing any medical treatment as a result of any disease / illness / major medical condition / mental disorder or physical impairment?	Yes	No
4. Do you suffer from any chronic illness such as long-term back problems?	Yes	No
5. Do you smoke?	Yes	No
6. For female applicants: Are you pregnant?	Yes	No
7. If your answer to any of the above is yes, please give details in the space provided. (If space is insufficient, please continue on an attachment)		

K. ADDITIONAL INFORMATION

1. What is your expected salary?	\$	
2. What length of notice is required by your current employer?		
3. Are there any restriction with your employment (Example: do you require a valid work pass)?	Yes	No
4. Have you been discharged or dismissed from the service of your previous employers?	Yes	No
5. Have you been convicted in a court of law in any country?	Yes	No

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6. Are you aware of being under any current police investigations in Singapore or in any other country following allegations made against you?	Yes	No
7. Are you currently an undischarged bankrupt? If yes, please provide details of the date of bankruptcy: _____	Yes	No
8. Do you directly or indirectly have any shares in any business? (Exclude shares in Companies listed on SGX unless you hold directly or indirectly more than 5% of the share capital)	Yes	No
9. Are you holding directorship, sole-proprietorship or other appointment in any company?	Yes	No
10. Do you receive other forms of incomes besides your monthly salary?	Yes	No
11. Have you or any relatives and/or friends working in IPS Group and/or its subsidiaries ? If "Yes", please state the name of your relatives and/or friends:	Yes	No

L. DECLARATION

I declare that all information given by me in this application and any sheets attached hereto are true, complete and correct. I understand and accept that a misrepresentation or omission of facts will be sufficient cause for cancellation of consideration for employment or dismissal from the Company's service if I have been employed.

Signature of Applicant: _____

Date: _____



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For Company USE Only

Date of Interview _____ Interview Conducted By _____

Result of Interview: To Employ To KIV To Reject

Commencement Date: _____ Job Title: _____

Banding: _____ Grade: _____

Salary: S\$ _____ Mobile Phone Reimbursement: S\$ _____

Transport Allowance: S\$ _____ Petrol Reimbursement: S\$ _____

Other Allowance (please state type of allowance): S\$ _____

Probation Period: _____ Months

Notice Period During Probation: _____ Months

Notice Period After Probation: _____ Months

Interviewer's Comments:

Interviewer: _____ Approved By: _____

Date: _____ Date: _____