



TOUCH Community Services Limited
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Photograph

1. GENERAL INFORMATION

Position applying / considered for:	Service / Department:	
Please indicate where you came to know about the position being applied for:		
<input type="checkbox"/> TOUCH Website	<input type="checkbox"/> NCSS Website	<input type="checkbox"/> Newspaper Advertisement
<input type="checkbox"/> Job Recruitment Website: _____	<input type="checkbox"/> Recommendation: _____	<input type="checkbox"/> Others: _____

2. PERSONAL PARTICULARS

Salutation: <input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss	Name in Chinese characters (if applicable):	Race / Dialect Group:
Full Name as in Passport / Identity Card (Underline Family Name):		
Home / Postal Address:	Home No.:	Office No.:
	Mobile No.:	Confidential Fax No.:
	Email Address:	
Date of Birth (dd / mm / yy):	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Engaged <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed
Identity Card No.: <input type="checkbox"/> Pink <input type="checkbox"/> Blue	Religion: <input type="checkbox"/> Christianity <input type="checkbox"/> Buddhism <input type="checkbox"/> Islam <input type="checkbox"/> Catholic	
Place of Issue:	<input type="checkbox"/> Hinduism <input type="checkbox"/> Others, please specify:	
Nationality:		
Country of Birth:	Type of Singapore Immigration Pass you are currently holding:	
<input type="checkbox"/> Singapore Citizen	<input type="checkbox"/> Employment Pass <input type="checkbox"/> Work Permit	
<input type="checkbox"/> Singapore PR (Please attach a copy of Entry Permit)	<input type="checkbox"/> Student Pass <input type="checkbox"/> Dependent Pass	
Date of SPR issue (dd / mm / yy): _____	<input type="checkbox"/> Social Visit Pass	
<input type="checkbox"/> Non-Singapore PR	FIN Number:	Date of Expiry: (dd / mm / yy)

Full-time National Service Records: (If male Singapore Citizen or Permanent Resident of Singapore, please attach a copy of the Certificate of Conduct/Service and Exemption Notice, whichever applicable)

Serving Completed Part-time Exempted

State Service Period: _____ Vocation: _____ Rank: _____

3. FAMILY BACKGROUND

Relationship	Full Name	Date of Birth (dd / mm / yy)	Place of Birth	Nationality	Occupation	Present Address

4. EDUCATION BACKGROUND & OTHER RELEVANT QUALIFICATIONS / COURSES

Level	Name of Institution	From (mm / yy)	To (mm / yy)	Qualification	Did you graduate?
Primary					<input type="checkbox"/> Yes <input type="checkbox"/> No
Secondary					<input type="checkbox"/> Yes <input type="checkbox"/> No
Vocation / Tertiary					<input type="checkbox"/> Yes <input type="checkbox"/> No
College					<input type="checkbox"/> Yes <input type="checkbox"/> No
University					<input type="checkbox"/> Yes <input type="checkbox"/> No
Others					<input type="checkbox"/> Yes <input type="checkbox"/> No

- a. If you plan further education, please explain:
- b. If licensed in Profession or Trade, state kind and where registered:
- c. Other training or skills (Factory or Office Machines Operated, Special Courses, etc):

Languages: (Please state languages and proficiency level i.e. excellent, good, fair, poor)

Written:

Spoken:

5. ACTIVITIES (list activities/offices held, including professional membership, public, civic activities and hobbies)

School	
University / College	
At Present	
Hobbies	

6. EMPLOYMENT HISTORY (Please list in chronological order & provide documentary evidence where applicable)

From (mm / yy)	To (mm / yy)	Position held	Organisation's / Employer's Name and Address	Last Drawn Gross Monthly Salary	Reason for Leaving Service

7. CHARACTER REFEREES (Name 2 persons who are not your relatives)

Name	Occupation	Years known	Tel Contact / Email Address

May we write to the following for a reference? (a) Your present employer Yes No
 If yes, please provide email address: _____

(b) Your previous employer(s) Yes No
 If yes, please provide email address: _____

8. OTHER INFORMATION

a.	Salary, Bonus / AWS and other benefits you desire	
b.	When can you start work, if offered employment?	
c.	Have you served notice to your present employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
d.	Are you bound by any bond to serve the government, or any organization?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, give details:	
e.	Have you ever been convicted in a court of law in any country?	<input type="checkbox"/> Yes <input type="checkbox"/> No
f.	Have you ever been dismissed or suspended from the service of any employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, give details	
g.	Are you a bankrupt or a discharged bankrupt?	<input type="checkbox"/> Yes <input type="checkbox"/> No
h.	Are you in debt?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, state extent / nature	

i.	Are you in any form of counseling or have been counselled before? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	If yes, please explain	
j.	Do you have any serious illnesses or accidents? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	If yes, state extent / nature	
k.	Do you have any physical disabilities? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	If yes, please explain	
l.	Have you ever been treated for mental related illnesses <input type="checkbox"/> Yes <input type="checkbox"/> No	
	If yes, please explain	
m.	Have you other sources of income besides your salary? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	If yes, give details	
n.	Do you:	<input type="checkbox"/> Own your home <input type="checkbox"/> Live with parents <input type="checkbox"/> Rent accommodation
o.	Have you any relatives / acquaintances in TOUCH? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Please state name(s) and relationship	
p.	Why are you interested in this position with TOUCH?	
q.	What are your career goals?	

I give my consent to TOUCH to collect and use all personal data provided in this record for the purpose of evaluating the suitability of my job application and the management of my employment relationship with the organization should I be employed. I further authorise TOUCH to investigate and verify all data provided if I am considered for employment. I understand that a misrepresentation or omission of facts will result in cancellation of consideration for employment or dismissal from employment with TOUCH. I understand that employment is subjected to a medical examination in which my health must be found to be satisfactory to TOUCH.

Date: _____ Signature: _____

* If space provided is insufficient, please furnish details on a separate sheet.