



Application for employment

Staff No. _____/_____

POSITION APPLIED FOR: _____ **(Part-Time)**

Full Name: _____ Sex: M / F Marital Status: _____

Age: _____ Date of Birth: _____ NRIC: _____

Nationality: _____ Race: _____ Dialect: _____ Religion: _____

Address: _____

Telephone: (Home) _____ (H/P) _____ (Pager) _____

In emergency, person to contact: (Name) _____ (Relationship) _____ (Tel) _____

Driving Licence: Yes / No Class / Type: _____

Highest Qualification

Name of School: _____

Year completed: _____ Certificate Obtained: _____

List any further studies / training undertaken: _____

Outline of relevant experience: _____

Please state your expected salary: _____

Other Interests, Skills or Abilities

Please outline any other interests, skills and abilities: _____

Days of Week I am available for Work (please tick)

Day / Period	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
AM							
PM							

FOR HIRING PERSONNEL / HR DEPARTMENT

Date of commencement: _____ Outlet: _____

New	PMI / TBC Rejoiner	Conversion
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Starting Salary: _____ Interviewed By / Date: _____

Bank Details: _____ (A/C No.) _____ (Bank) _____ (Branch)

Other comments: _____

I declare that to the best of my knowledge, the particulars provided are true and I hereby give my consent to the company to check my employment records with my previous employers. I am aware that any false or misleading statements made by me will be cause for dismissal if employed.

Signature of Applicant

Date

INTERVIEW RATING FORM

Candidate's Name : _____ Post Applied For: _____

Interviewer's Name : _____

PLEASE TICK THE APPROPRIATE BOXES.

- | | 1 | 2 | 3 | 4 | 5 |
|--|--|---|--|---|--|
| 1. EDUCATION & TRAINING
(Sufficient education, grades of relevant subjects, appropriate qualifications for the job) | <input type="checkbox"/> Unqualified | <input type="checkbox"/> Insufficient or Inappropriate | <input type="checkbox"/> Sufficiently Qualified with Normal Grades | <input type="checkbox"/> Sufficiently Qualified with Outstanding Grades | <input type="checkbox"/> Qualified for Higher Jobs in Future |
| 2. WORK EXPERIENCE | <input type="checkbox"/> None | <input type="checkbox"/> Non-relevant experience | <input type="checkbox"/> Some relevant experience | <input type="checkbox"/> Extensive relevant experience | <input type="checkbox"/> Experience perfectly fits the job |
| 3. APPEARANCE
(Neat, pleasant, smart, sloppy, sickly, robust) | <input type="checkbox"/> Poor | <input type="checkbox"/> Fair | <input type="checkbox"/> Average | <input type="checkbox"/> Above Average | <input type="checkbox"/> Outstanding |
| 4. PERSONALITY
(Cheerful, sociable, likeable, assertive, confident, outgoing, polite, shy, unresponsive) | <input type="checkbox"/> Poor | <input type="checkbox"/> Fair | <input type="checkbox"/> Average | <input type="checkbox"/> Above Average | <input type="checkbox"/> Excellent |
| 5. CHARACTER/TEMPERAMENT
(Sincere, trustworthy, disciplined, responsible, emotionally mature, independent, passive, weak, indecisive) | <input type="checkbox"/> Not impressive | <input type="checkbox"/> Quite Impressive | <input type="checkbox"/> Sufficiently Impressive | <input type="checkbox"/> Very Impressive | <input type="checkbox"/> Exceptionally Impressive |
| 6. ABILITY TO COMMUNICATE
(Coherent, persuasive, able to listen, fluent, long-winded) | <input type="checkbox"/> Unable to express | <input type="checkbox"/> Some difficulty | <input type="checkbox"/> Acceptable | <input type="checkbox"/> Effective | <input type="checkbox"/> Very Effective |
| 7. MOTIVATION
(Reason for application - enthusiastic, conscientious, indifferent) | <input type="checkbox"/> Disinterested | <input type="checkbox"/> Needs to be Pushed | <input type="checkbox"/> Sufficiently Motivated | <input type="checkbox"/> Self-starter | <input type="checkbox"/> Highly Motivated |
| 8. MENTAL ALERTNESS
(Intelligent, sharp, logical reasoning, sound judgment, well-informed, naive, slow) | <input type="checkbox"/> Poor | <input type="checkbox"/> Fair | <input type="checkbox"/> Alert | <input type="checkbox"/> Very Alert | <input type="checkbox"/> Exceptionally Alert |
| 9. LEADERSHIP QUALITIES
(Ability to motivate, human relations, leadership traits) | <input type="checkbox"/> Camp Follower | <input type="checkbox"/> Requires Training for Present Role | <input type="checkbox"/> Sufficient for Present Role | <input type="checkbox"/> Has Potential for Bigger Role | <input type="checkbox"/> Natural Leader |
| 10. JOB STABILITY
(Steady employment record, job-hopper) | <input type="checkbox"/> Not Stable | <input type="checkbox"/> Quite Stable | <input type="checkbox"/> Stable, with Lateral Moves | <input type="checkbox"/> Stable, with Career Advancement | <input type="checkbox"/> Very Stable Record |
| 11. OVERALL IMPRESSION | <input type="checkbox"/> Poor | <input type="checkbox"/> Fair | <input type="checkbox"/> Average | <input type="checkbox"/> Good | <input type="checkbox"/> Outstanding |

12. ADDITIONAL COMMENTS: _____

13. INTERVIEWER'S RECOMMENDATION : NOT RECOMMENDED / RECOMMENDED / HIGHLY RECOMMENDED / KIV

INTERVIEWER'S SIGNATURE

INTERVIEW DATE