

CRESTAR EDUCATION GROUP PTE LTD

JOB APPLICATION FORM

PRIVATE & CONFIDENTIAL



Crestar Education Group Pte Ltd



Kinderland Educare Services Pte Ltd



KLC International Institute Pte Ltd



The Grange Institution



NurtureStars Pte Ltd



Skool4Kidz Pte Ltd



ELFA Children's Place

Please attach a recent passport size photograph

INSTRUCTIONS

- 1 This form has been designed to provide us with the basic information for easy processing of your application for employment with us. It also serves as our personal record should you be employed.
- 2 All relevant parts of this application form must be completed.
- 3 Crestar Education Group reserves 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.

Post Applied for: _____	(Full time / Part time)
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Position Responded Through:	<input type="checkbox"/> Newspaper Advertisement	<input type="checkbox"/> Jobs Portal	<input type="checkbox"/> CEG's website
	<input type="checkbox"/> Recruitment Agency	<input type="checkbox"/> Others (Please specify) _____	
	<input type="checkbox"/> Referral		

PERSONAL PARTICULARS

Name (as in NRIC, please underline surname): _____					
Name in Chinese characters (if applicable): _____					
Gender:	F / M	Marital Status:	S / M / W / D	Place of Birth:	
Date of Birth:		Nationality:		Singapore PR:	
Singapore NRIC:	Yes / No	Color of NRIC:	Pink / Blue	NRIC / Passport No:	
Address and Contact Telephone Number in Singapore					
House/Blk No : _____		Street Name: _____			
Unit No : _____		Building Name: _____ S ()			
Telephone No : _____		(Home)		_____ (Mobile)	
E-mail Address: _____					
Driving License: Class 2 / 2A / 2B / 3 / 4 / 5			Race:		Religion:

NATIONAL SERVICE (if applicable)

Enlistment Date :	ORD :
Service Status : Part-time/Full Time/Deferred/Exempted	Vocation :
Current Rank :	NS Status : Active / Inactive
If exempted, state reason :	

FAMILY PARTICULARS - Give details of your spouse, children, parents and siblings.

Name	Relationship	Nationality	Date of Birth	Occupation	Company

CONTACT PERSON / NEXT-OF-KIN - In case of emergency

Name :	Relationship :
Address :	

House/Blk No : _____ Street Name: _____
 Unit No : _____ Building Name: _____ S (_____)
 Telephone No : _____ (Home) _____ (Mobile)

EDUCATIONAL PROFILE – Attach photocopies of all academic certificates (including GCE 'N', 'O' and 'A' levels)

Qualification	Institution / Country	Year Commenced	Year Completed	Part Time/ Full Time

OTHER COURSES CURRENTLY PURSUING - Attach partial results if available

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

SCHOLARSHIPS / AWARDS

Year Of Award	Description

BONDS - Give details of any bond(s) you are current serving

Type of Bond	From (Month/Year)	To (Month/Year)

COMPUTER SKILLS - Please indicate the software you are competent in:

Software Name	Excellent	Good	Average

EMPLOYMENT - Please attach a copy of the latest payslip

Current Employment	Employer: _____
	From: _____ To: _____ Designation: _____
	Basic Salary: _____ Allowances: _____ Bonus (Mths) _____
	Reason for Leaving: _____
Previous Employment	Employer: _____
	From: _____ To: _____ Designation: _____
	Basic Salary: _____ Allowances: _____ Bonus (Mths) _____
	Reason for Leaving: _____
	Employer: _____
	From: _____ To: _____ Designation: _____
	Basic Salary: _____ Allowances: _____ Bonus (Mths) _____
	Reason for Leaving: _____
Employer: _____	
From: _____ To: _____ Designation: _____	

Basic Salary: _____ Allowances: _____ Bonus (Mths) _____
Reason for Leaving: _____
Employer: _____
From: _____ To: _____ Designation: _____
Basic Salary: _____ Allowances: _____ Bonus (Mths) _____
Reason for Leaving: _____

LANGUAGE PROFILE - Please circle Good (G), Fair (F) or Poor (P)

Language	Spoken	Written	Language	Spoken	Written
English	G / F / P	G / F / P	Malay	G / F / P	G / F / P
Mandarin	G / F / P	G / F / P	Tamil	G / F / P	G / F / P
Others (please specify)					
1. _____	G / F / P	G / F / P	2. _____	G / F / P	G / F / P

HOBBIES / INTERESTS / GAMES

REFERENCES (Please give 2 persons (not relatives) whom reference may be made)

Name	Address	Telephone	Occupation

EXPECTED SALARY & EARLIEST START DATE

Expected Monthly Salary: _____	Notice Period: _____
Earliest Commencement Date: _____	

ADDITIONAL INFORMATION

1 Have you any objection to reference being made to your present / previous employer?	Yes / No
2 Have you been or are you suffering from any disease / illness / major medical condition / mental disorder or physical impairment?	Yes / No
3 Have you been discharged, dismissed or suspended from employment?	Yes / No
4 Have you been convicted in a court of law in any country?	Yes / No
5 Are you an undischarged bankrupt?	Yes / No
6 Do you have any share in any business undertaking other than that in a public-listed company?	Yes / No
7 Are you holding a directorship or other appointment in any company?	Yes / No
8 Have you applied for any appointment in the Crestar Education Group before?	Yes / No
9 Do you have any share in any business undertaking other than that in a public-listed company?	Yes / No
10 Are you introduced by any staff from our Group of Companies for the job?	Yes / No

If your answer to any of the above is yes, please give details in the space provided.

DECLARATION

* I declare that all information given herein are true and correct.
* I understand 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.
* I have read, consent and agree to the collection, use and disclosure of my personal data for the purpose listed and in accordance with the terms as set out in the privacy policy.

Signature

Date