



RAL CAREER LINK

Your Solutions Partner

JOB APPLICATION FORM

This form may take you about 20 minutes to fill in.

You will need the following information to fill in the form:

- Applicants NRIC/Passport
- Personal Informations
- Educational Qualifications, Examination Results, Employment History, Expected Salary, Character Referees
- This application form contains **4** pages
- Please submit one copy of all relevant documents such as educational certificates, experience letters, passport (If any) etc (**Please do not submit any of the original documents**)

Please Note:

- Applications that are not properly completed or illegible may not be considered.
- Any false particulars given or wilful suppression of material facts by applicants will disqualify them for appointment, and if appointed, to immediate dismissal and/or appropriate legal proceedings.
- The Agency does not enter into correspondence with regard to the reasons for selection of applicants
- The application form must be completed in accordance with the instructions on this form

Application Checklist:

- NRIC/Birth Certificate/Passport Copy
- Citizenship or Naturalisation Certificate/ (if any)
- School Certificates (From Secondary Level or Equivalent)
- University Scroll/University Results/Transcripts (For University Graduate)
- Diploma Certificate/Diploma Results/Transcripts (For Diploma Graduate)
- Testimonials of current employmnt (if you were previously employed)
- Two recent colored passport size photograph (One must paste in the application form)

All attachments must bear your name.

Please affix a recent passport size photograph here.

Applicants Name:

Position Applying For:

Date of Birth:

RAL Identification Number:

(For Official Use Only)

Please affix a recent passport size photograph here.

(A) PERSONAL PARTICULARS

Full Name (As stated in NRIC)Mr/Mrs/Miss/Madam:	
Residential Address: Postal Code:	Permanent Address : Postal Code:
NRIC/Passport No: _____	Citizenship : _____ Marital Status: _____
Home Tel : _____ Office Tel : _____	Hand phone : _____ Email Address : _____

(B) PARTICULARS OF SPOUSE/FAMILY MEMBERS

Name	Relationship	ID No.	Citizenship	Occupation	Employer
Address:					
Address:					
Address:					

(C) LANGUAGE PROFICIENCY

Language/Dialect	Proficiency (Written & Spoken/Spoken only)

(D) EDUCATIONAL QUALIFICATIONS

Name of School - Primary/Secondary/ College/Polytechnic/ University Attended	Country	Duration of Course		Highest Academic Qualifications Attained (For University graduate, please indicate Class of Honours : 1st Class, 2nd Upper, 2nd Lower, 3rd Class, Pass with Merit or Pass Degree)
		From (DDMMYY)	To (DDMMYY)	

Did you obtain your degree through distance learning/as an external student? No.
If Yes, pl provide details _____

(E) EXAMINATION RESULTS

(i) RESULTS OF GCE 'N'/O' AND 'A' LEVEL/POLYTECHNIC DIPLOMA EXAMS OR EQUIVALENT
[Please attach results (where applicable)]

(ii) LATEST/FINAL YEAR BACHELOR DEGREE RESULTS OR EQUIVALENT
[Please attach results (where applicable)]

(iii) LATEST/FINAL YEAR MASTERS DEGREE RESULTS OR EQUIVALENT
[Please attach results (where applicable)]

(F) ACADEMIC SCHOLARSHIPS (If Any)

From (date)	To (date)	Name of Scholarships/Awards	Bonded From (year)	Bonded To (year)

(G) PROFESSIONAL QUALIFICATIONS AND MEMBERSHIPS/OTHER EDUCATIONAL CERTIFICATES OR TRAINING UNDERTAKEN/OTHER AWARDS, MEDALS & PRIZES (If Any)

Year	Description

(H) PREVIOUS & PRESENT EMPLOYMENT IN REVERSE CHRONOLOGICAL ORDER (Please attach testimonials where available and indicate no-pay leave period if duration is ≥ 1 month. Please exclude casual/part-time employment. The information below will be used for computation of salaries, if you are selected for the position.)

From (DDMMYY)	To (DDMMYY)	Company Name & Address	Designation	Nature of Job	Reason for leaving

(I) LAST/CURRENT AND EXPECTED SALARY

Monthly Salary (gross) of * Last/Current Job: _____	Expected Monthly Salary : _____
Annual Salary (gross) of * Last/Current Job: _____	Expected Annual Salary: _____ (inclusive of _____ month's bonus.) (inclusive of _____ months bonus)
Earliest Date available if offered appointment: _____	

(J) ADDITIONAL INFORMATION (Please include any other information which supports your application e.g. skills, abilities and Strengths. Use additional sheets if needed)

(K) CHARACTER REFEREES

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. Both referees should be gainfully employed. RAL may contact either or both of the referees stated.

Name:	Tel No.	Name:	Tel No.
Address:	E-mail Address:	Address:	E-mail Address
Designation/Company	Years Known	Designation/Company	Years Known:

(L) PLEASE ANSWER THE FOLLOWING QUESTIONS BY DELETING "YES" OR "NO" AS APPROPRIATE. FOR ANY "YES" ANSWERS, PLEASE PROVIDE DOCUMENTARY EVIDENCE

1. Have you ever suffered, or are suffering from any medical condition, illness, disease, mental illness or physical impairment?	Yes/No
2. Do you have a criminal record in ANY COUNTRY?	Yes/No
3. Have you ever been convicted in a court of law in any country?	Yes/No
4. Have you been charged with any offence in a court of any country for which the outcome is pending?	Yes/No
5. Have you been or are you under any financial situation/embarrassment i.e. (a) an undercharged bankrupt, (b) a judgement debtor, (c) have unsecured debts and liabilities of more than 3 months of last-drawn pay, (d) have signed a promissory note or an acknowledgement of indebtedness?	Yes/No
6. Have you ever broken any bond (e.g. bonds associated with scholarships or training awards)?	Yes/No
7. Did you ever leave an employer without serving out your period of moral obligatory service (e.g. resulting from no-pay leave taken or training)?	Yes/No

If your answer was "Yes" to any of the questions above, please give details

(M) DECLARATION

(1) I give my consent for the relevant Government authorities/Statutory Boards to obtain and verify from or with any source, as you deem appropriate for the assessment of my application for employment.

(2) I declare that the particulars given by me in this application for employment and the attached sheets are true to the best of my knowledge and belief, and I have not wilfully suppressed any material fact. I accept that if any of the information given by me in this application is any way false or incorrect, I shall be disqualified from employment or dismissed from service.

Signature of Applicant: _____

Date: _____