



MADRASAH WAK TANJONG AL-ISLAMIAH
589 Sims Avenue Singapore 387600

JOB APPLICATION FORM

COMPLETION OF APPLICATION FORM

1. All sections of the form must be completed by filling in the blank spaces. If any section does not apply to you, insert 'NIL' OR 'NOT APPLICABLE'.
 2. 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.
- * Delete whichever is not applicable.

1. PERSONAL PARTICULARS

POSITION APPLIED FOR :		
Name (as in NRIC or passport)		Name in Arabic Characters: (if applicable)
Residential Address:		
Nationality:	Date of Birth:	Singapore PR: Yes / No*
Work Pass Type (For Foreigner only) : Employment Pass / S Pass / Work Permit*		
Contact No.: (Home) (Office) (Mobile) (Email Address)		

2. LANGUAGES AND DIALECTS (state proficiency as excellent/good/fair/elementary)

Languages/Dialects	English	Malay	Arabic	
Proficiency In Speaking				
Proficiency In Writing				

3. OTHER SKILLS

Computer Knowledge (State the types of software applications you are familiar with)	
Other relevant skills in relation to the work (e.g. Bookkeeping, typing, shorthand, etc.)	

CONFIDENTIAL

4. EDUCATION / QUALIFICATION (Inclusive of Part Time Courses)*Start with highest educational qualification*

Name of School, College, University, etc.	From (dd/mm/yy)	To (dd/mm/yy)	Qualifications Obtained	Country

5. PRESENT MEMBERSHIP OF PROFESSIONAL, SOCIAL & SPORTING ORGANIZATION

From (dd/mm/yy)	To (dd/mm/yy)	Name of Organization	Country

6. EMPLOYMENT HISTORY (Start with the current or most recent)

Name of Company	From (dd/mm/yy)	To (dd/mm/yy)	Position	Monthly Basic Salary (S\$)

7. DETAILS OF CURRENT EMPLOYMENT

Name of Employer :		From (dd/mm/yy) :	To (dd/mm/yy) :
Nature of Business :			
Address :			
Type of Employment : Permanent / Contract / Temporary		(Full Time / Part Time*)	
Current Job Position :		Current Basic Salary : S\$ /mth (excluding OT & allowances)	
Annual Wage Supplement : mth(s)		Amount / Date of Last Increment : S\$ /	
Last Variable Bonus Received : mth(s)		Allowance (if any) :	
Reasons for leaving present job :			
Expected Monthly Gross Salary : S\$		Period of notice to present employer :	

8. REFERENCES

(Please note that the Madrasah may write to the organisations/ individuals below before and/or upon your acceptance of employment)

Employment References from past and present employment	
1. Name of referee (Mr/Ms/Mdm/Dr):	Position:
Organisation:	
Organisation address:	Office Tel.:
2. Name of referee (Mr/Ms/Mdm/Dr):	Position:
Organisation:	
Organisation address:	Office Tel.:

9. FURTHER INFORMATION

What are your interest / hobby?
Do you have any relative(s) working with our Madrasah? If YES, please list their names & occupations.
Have you ever been interviewed by our Madrasah? If YES, please state date, position applied for and outcome.
Have you ever been convicted by a court of law? If YES, please state details.
Have you ever been dismissed from a job? If YES, please state reasons.
Do you possess a Driving Licence? If YES, please state class type.
How did you know this position?

Personal data collected via this application form will only be used for the purpose of recruitment by Madrasah Wak Tanjung Al-Islamiah, MWTI. The information submitted may be disclosed to referees or team members who are involved in recruitment or support roles in the recruitment process. By submitting this application form, you agree that MWTI may collect and use your personal data for the purpose mentioned above in accordance with the Personal Data Protection Act 2012 and our data protection policy.

DECLARATION

- (1) I hereby give consent to my data being collected and used for the purposes of recruitment and employment.
- (2) I acknowledge that I have to abide with Madrasah's values and practices upon employment.
- (3) I hereby declare that the information given by me in this application form is correct and true to the best of my knowledge and belief, and that I have not wilfully suppressed any facts. I fully understand and accept that if any time after engagement, it is found that a false declaration has been made in this form, the Madrasah has the absolute right to terminate my employment forthwith without assigning any reasons.

Signature of applicant : _____ Date : _____