

# IDEA Management Services Pte Ltd

EA License No. 04C4555

## (EMPLOYMENT/OJT APPLICATION FORM 求职/实习申请表)

<b>CATEGORY</b> 类别	<b>EXPECTED SALARY</b> 期望薪金
<input type="checkbox"/> Permanent (固定)	S\$ _____ (新元)
<input type="checkbox"/> Temporary (临时)	S\$ _____ (新元)
<input type="checkbox"/> Contract (合同)	S\$ _____ (新元)
<input type="checkbox"/> OJT (实习)	S\$ _____ (新元)
<b>AVAILABLE DATE</b> 何时可以开始工作	

**POSITION DESIRED (申请职位)**

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_



**PERSONAL DATA (个人资料)**

Full Name, underline surname (英文全名):		Name in Chinese Character, if any: (中文名)	
Home Address (家庭住址):			
Postal Code (邮编):			
Home Tel (住家电话)	Office Tel (办公电话)	Mobile (手机)	Email (电邮)
Correspondence Address 联络地址 (if different from above 如与住址不同):			
Postal Code (邮编):			
Date of Birth (dd/mm/yy): 出生日期 (日/月/年)	Age: 年龄	Gender: <b>M / F</b> 性别 男 / 女	Place of Birth: 出生地点
NRIC No : 身份证号码	Weight (kg) : 体重 (公斤)	Height (cm) : 身高 (公分)	
Nationality : 国籍	Religion : 宗教	Race : 种族	Marital Status : 婚姻状况
		No. of Children : 几个孩子	
Language Proficiency 语言能力	1. Written & Spoken (书面及口语):		
	2. Spoken only (口语):		
National Service Status: 服役情况	Liabile / Exempted / Reservist 将要 / 豁免 / 定期回营训练	Type: 类别	Army / Air force / Navy / Others ( ) 陆军 / 空军 / 海军 / 其它

**FAMILY BACKGROUND (家庭背景)**

Father's Name: 父亲姓名	Age: 年龄
Occupation: 职业	Contact No: 联络号码
Mother's Name: 母亲姓名	Age: 年龄
Occupation: 职业	Contact No: 联络号码
Spouse's Name: 配偶姓名	Age: 年龄
Occupation: 职业	Contact No: 联络号码

**MISCELLANEOUS (其它)**

Special Skills 特长和技能	
Hobbies & Sports 爱好及运动	
Your Character 你的个性	



**EDUCATION BACKGROUND (教育背景)** (In chronological order 按时间顺序)

Name & Location of School (State/Country) 校名及地址 (省份/国家)	From (mm/yy) 从 (月/年)	To (mm/yy) 到 (月/年)	Highest Qualification 最高学历
1.			
2.			
3.			

**EXTRA CURRICULAR ACTIVITIES (其它课外活动)**

Membership Joined 所参加的社团	From (mm/yy) 从 (月/年)	To (mm/yy) 到 (月/年)	Position 职位	Duties & Special Achievements 职务及特别成就
1.				
2.				

**EMPLOYMENT/OJT HISTORY (雇佣/实习履历)** (In chronological order 按时间顺序)

1. Company's Name & Address 公司名称及地址	From (mm/yy) 从 (月/年)	To (mm/yy) 到 (月/年)	Position 职位	Salary 薪金
				S\$
Main Duties (主要职务):				
Reasons for Leaving (离职原因):				
2. Company's Name & Address 公司名称及地址	From (mm/yy) 从 (月/年)	To (mm/yy) 到 (月/年)	Position 职位	Salary 薪金
				S\$
Main Duties (主要职务):				
Reasons for Leaving (离职原因):				
3. Company's Name & Address 公司名称及地址	From (mm/yy) 从 (月/年)	To (mm/yy) 到 (月/年)	Position 职位	Salary 薪金
				S\$
Main Duties (主要职务):				
Reasons for Leaving (离职原因):				

**DECLARATION (声明)**

1. Has any of your immediate family ever had tuberculosis, diabetes, heart disease, and mental disease? 你的直系亲属当中是否有人患有或曾经患有结核病、糖尿病、心脏病或精神病。	Yes 是	No 否
2. Have you been told you had or been treated for (你是否曾有下列问题或接受过相应的治疗):		
a) Insomnia or nervous (失眠或焦虑)?	Yes 是	No 否
b) Any eye, hearing or speech disorder/disease (视力、听力或语言问题)?	Yes 是	No 否
c) Any disease/disorder of muscle, brain, joints (任何肌肉、大脑或关节问题)?	Yes 是	No 否
d) Illness, operation or any medical treatment not mentioned above (除以上方面以外的其它病症、手术或任何药物治疗)?	Yes 是	No 否
3. Have you ever been convicted in the court of law (你是否曾被控上法庭)?	Yes 是	No 否
4. Have you been dismissed or retrenched from the service of any company (你是否曾被任何公司解雇或裁退)?	Yes 是	No 否
5. Have any bankruptcy action been taken against you (你是否面对破产诉讼)?	Yes 是	No 否
If any of the above answer is "Yes", please give full details (请对答“是”的问题做详细说明):		

I hereby declare that all particulars furnished by me in this application are true and I shall be responsible for any false information. 本人确认以上内容属实, 如有虚假, 愿意承担一切后果。

Date 日期: \_\_\_\_\_

Signature of Applicant 申请人签名: \_\_\_\_\_