



ST JOSEPH'S INSTITUTION

VISION

A mission school of choice, recognised for values-centred education and learning driven by passion, that nurtures men and women who make a difference to society

MISSION

Enabling youth in a Lasallian community to learn how to learn and learn how to live; empowering them to become Men and Women of Integrity and Men and Women for Others

Please affix a recent photograph here

APPLICATION FOR APPOINTMENT

Please e-mail completed form to recruitment@sjj.edu.sg

Please indicate the post that you are applying for:			
Subjects that you are applying to teach (if you are applying for a teaching post):			
1.			
2.			
3.			
PERSONAL DETAILS			
Title and Full Name as in Passport/Identity Card (<u>underline Surname/Family Name</u>):			
Mr / Mrs / Mdm / Miss / Ms			
Contact No:		Email Address:	
Nationality :		Are you a Singapore PR? Yes / No*	
Date of Birth:	Country of Birth:	Religion:	Sex:
Marital Status: Single / Married / Divorced / Widowed / Separated*			
REFERENCES (Name 2 referees in responsible positions who will be able to comment on your suitability for the position applied)			
Name	No. of years known	Occupation	Address of Employer / E-Mail Address
1.			
2.			

EDUCATION

(List Secondary Schools, Universities and other Institutions attended and attach copies of relevant certificates and transcripts)

From (mm/yyyy)	To (mm/yyyy)	Schools/Institutions Attended	Country	QUALIFICATIONS ATTAINED (with dates; for honours degree, state field of study and class of honours)

TEACHER TRAINING QUALIFICATIONS

(Only if applying for academic position and basic degree is not a teaching qualification)

Name /Country of Institution	
Qualification Obtained/Date Obtained	
Subject (s) / Levels Trained	
Language of Instruction	

CCA AND COMMITTEES *(if applicable)*

Year	CCA and Committees in School	Post

EMPLOYMENT HISTORY *(In chronological order, starting with your current or last employment). Please do not leave any part blank; period(s) of unemployment should also be stated*

From (mm/yyyy)	To (mm/yyyy)	Employer's Name & Address	Position Held & Job Description	Gross Monthly Salary	Reason for Leaving

Personal Statement: Why are you considering employment in St Joseph's Institution?

Earliest commencement date, if appointed:	<input type="text"/>
Resignation notice period:	<input type="text"/>
Last Drawn Salary:	<input type="text"/>
Substantive Grade:	<input type="text"/>
Expected Salary:	<input type="text"/>

NATIONAL SERVICE RECORD

*If you have not served National Service, state whether you have been exempted.
If so, please quote Exemption Notice No. and date.*

Date Enlisted	Date Discharged	State whether Full-time / Part-time	Type of Service Army / SC/ VC / PDF	Highest Rank Attained

FAMILY BACKGROUND

	Full Name	Nationality	Occupation
Spouse (if applicable)			
Children (if applicable)			

PLEASE ANSWER THE FOLLOWING Y/N* QUESTIONS

- | | | |
|----|--|----------|
| 1. | Have you ever been convicted in a court of law of any country? | Yes / No |
| 2. | Have you ever been dismissed, discharged or suspended from employment? | Yes / No |
| 3. | Have you ever had, or are you suffering from any | |
| | - physical impairment? | Yes / No |
| | - disease? | Yes / No |
| | - mental illness? | Yes / No |
| | - medical condition? | Yes / No |
| 4. | Have you ever had any surgical operation previously? | Yes / No |
| | If <u>Yes</u> , please give details: | |
| 5. | Have you been or are you under any financial embarrassment i.e. (a) an undischarged 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? | |
| | If <u>Yes</u> , please give details. | Yes / No |

Have you ever submitted an application for a position at SJI before? Yes / No
If yes, please state date and the position you had applied to.

DECLARATION

I declare that the particulars in this application are true to the best of my knowledge and belief and that I have not wilfully suppressed any material facts. Any misrepresentation or omission of information will be grounds for withdrawal of an employment offer or for dismissal.

Signature of Applicant

Date

*Delete accordingly