



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 (<i>Name 2 referees in responsible positions who will be able to comment on your suitability for the position applied</i>)			
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)	From (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