

Department applied under: _____

PERSONAL PARTICULARS

Name (as in NRIC) _____
Please underline surname

Last 4 Characters of NRIC X X X X _ _ _ _ - _ Last 4 Characters of Passport No. _____
(If Applicable)

Residential address _____

Email address _____

Contact no(s). _____ (M) _____ (H)

EMPLOYMENT

CURRENT / LAST EMPLOYMENT

Name of Company _____

Company's address _____

Position held _____ Date joined _____

Responsibilities _____

CHARACTER REFERENCE

Please provide minimum of two (2) referees with at least one from your current or most recent employment.

No.	Name	Years known	Relationship	Occupation	Contact no./Email
1					
2					
3					

SKILLS

List down skill sets or qualifications which you possess that are relevant to the position you are applying for.

Key relevant skills and area of specialization:
1.
2.
3.
Computer Skills:
Any other relevant information, areas of interest:

DECLARATION

*Please answer the following questions by indicating (√) in the appropriate column. If “YES”, please provide the relevant details.	Yes	No
1. Have you been convicted in a court of law in any country or detained under the provisions of any written law? If yes, please elaborate: _____ _____		
2. Have you ever been declared a bankrupt? If yes, please elaborate: _____ _____		
3. Have you ever suffered, or are suffering from any medical condition, mental illness or physical impairment? If yes, please elaborate: _____ _____		

ACKNOWLEDGEMENT & CONSENT

- I declare that all information given by me in this application for employment and any sheets attached hereto are true to the best of my knowledge and that I have not wilfully suppressed any material fact. I accept that if any of the information given by me in this application is in any way false or incorrect, my application may be rejected, any offer of employment may be withdrawn or I may be dismissed from Rock Gifts & Book Centre's service if I have been employed. I will duly inform Rock Gifts & Books Centre (Rock Gifts) of any information change(s).
- I consent that the personal information I have provided allows Rock Gifts to contact me in connection with this application. Rock Gifts may make my personal data available to external individuals or organisations to fulfil the application request and complete the intended purpose.
- I consent to allow Rock Gifts, as part of the company's pre-employment screening process, to contact the referees as listed out in the employment and character references sections for the purpose of verifying the information supplied.

Date _____ Signature of applicant _____

*These information are captured for administrative purpose and will not be used to assess the suitability of applicant.

In accordance to the Singapore Personal Data Protection Act 2012 (PDPA), you may exercise your right to access, modify, and/or delete your registered records. Please refer to our Privacy Notice on our website at <https://rgbc.com.sg/privacy-policy.html>. For enquiries, please write to the Data Protection Officer through email dpoRGBC@rockproductions.com or to the following address at 1 Vista Exchange Green, The Star Vista, #02-07, Singapore 138617.