

# ROCK GIFTS & BOOK CENTRE Application Form

Position(s) applied for \_\_\_\_\_

Expected monthly salary S\$ \_\_\_\_\_

## PERSONAL PARTICULARS

Name (as in NRIC) \_\_\_\_\_  
*Please underline surname*

Alias \_\_\_\_\_

NRIC/Passport no. \_\_\_\_\_ Colour of NRIC **Pink / Blue**

Residential address \_\_\_\_\_

Email address \_\_\_\_\_

Contact no(s). \_\_\_\_\_ (M) \_\_\_\_\_ (H)

## EMPLOYMENT

### CURRENT / LAST EMPLOYMENT

Name of company \_\_\_\_\_

Company's address \_\_\_\_\_

Position held \_\_\_\_\_ Date joined \_\_\_\_\_

No. of subordinates \_\_\_\_\_ Monthly salary \_\_\_\_\_

Responsibilities \_\_\_\_\_

Notice Period \_\_\_\_\_

Reasons for leaving \_\_\_\_\_

### OTHER PREVIOUS EMPLOYMENT

From (mm/yy)	To (mm/yy)	Company	Position	Last drawn monthly salary	Reasons for leaving

**CHARACTER REFERENCES**

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					

**EDUCATION PROFILE**

Qualification	Institution/Country	Year commenced	Year completed	Part-time/ full-time

**OTHER COURSES CURRENTLY PURSUING**

From (mm/yy)	Expected date of completion (mm/yy)	Name of course	Institution

**SKILLS**

List down skill sets or computer knowledge which you possess that are relevant to the position(s) that you are applying for.


**HOBBIES/INTERESTS**

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**DECLARATION**

*Please answer the following questions by indicating (√) in the appropriate box. Kindly elaborate in the space provided if “Yes” is selected.	Yes	No
1. Have you been convicted in a court of law in any country or detained under the provisions of any written law? _____		
2. Have you ever been declared a bankrupt? _____		
3. Have you ever suffered, or are suffering from any medical condition, mental illness or physical impairment? If yes, please elaborate. _____		
4. Do you have family members and close relatives who are under the employment of Rock Gifts & Book Centre or its affiliates? If yes, please provide details.  Name / Department _____		

**COMMENCEMENT DATE**

Please state how soon you can commence work after being offered employment.

**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 & Book 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 [dpo@rockproductions.com](mailto:dpo@rockproductions.com) or to the following address at 1 Vista Exchange Green, The Star Vista, #02-07, Singapore 138617.