

APPLICATION FORM

GRADUATE TRAINEE PROGRAMME

Please complete form in BLOCK LETTERS

GRADUATION INFORMATION			
University:		Date Admitted:	
Degree Awarded:		Date Graduating:	
Major:		GPA/CAP:	
PERSONAL PARTICULARS			
Full Name as in your identity card or passport. Underline Surname: *(Mr/Mrs/Mdm/Miss)		Name in Chinese characters – if applicable (Optional)	
Address:		Mobile Phone: Residential No.: Email:	
*Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	*Date of Birth: (dd/mm/yyyy)	*Nationality:	*NRIC No.:
*Race :	*Religion :	*Marital Status :	*Language Proficiencies:
PARENTS/GUARDIAN INFORMATION (Optional)			
Name:	Relationship:	Address:	Contact No.:
In case of emergency, please notify:			
Name / Relationship:		Telephone:	

EDUCATION			
(List schools and tertiary institutions attended in chronological order.)			
School/College/University:	From: (mm/yyyy)	To: (mm/yyyy)	Qualifications Obtained: (State field of study and class of honours)

EXTRA-CURRICULUM ACTIVITIES

(List any volunteer, social or school activities you have participated in chronological order.)

Organisation:	From: (mm/yyyy)	To: (mm/yyyy)	Activity:	Role:	Reason for Participation:

TRAINING

(List schools and tertiary institutions attended in chronological order.)

Course Title:	From: (mm/yyyy)	To: (mm/yyyy)	Organiser:	Qualifications Obtained:	Reason for Attending:

EMPLOYMENT HISTORY (If Applicable)

(State your past and present employment in chronological order.)

From: (mm/yyyy)	To: (mm/yyyy)	Name of Employer:	Position Held:	Monthly Salary:	Annual Salary:	Reason For Leaving:

CHARACTER REFERENCES

(State two referees who are not related to you. One of your referees should be your previous supervisor, if applicable.)

Name:	Contact No.:	Relationship:	Employer:	Occupation:	Years known:

NATIONAL SERVICE – Singaporean Males Only (Optional):	
<input type="checkbox"/> Completed National Service Date of ORD: Rank: Name of Unit: Awards (if any):	<input type="checkbox"/> Exempted from National Service Reason/s for Exemption:
OTHERS	
Please answer the following questions (Please tick accordingly)	
a)	Do you have any pre-existing medical condition? <input type="checkbox"/> Yes <input type="checkbox"/> No
b)	Do you have any interest or share in any company or business? <input type="checkbox"/> Yes <input type="checkbox"/> No
c)	Have you been convicted in a court of law in Singapore or any other country? <input type="checkbox"/> Yes <input type="checkbox"/> No
If your answer is yes to any of the above questions, please give details :	
e) Do you have any relation to any employee of INCOME? If yes, please state (Optional): Name: Relationship:	

PRIVACY & DECLARATION

NTUC Income and its subsidiaries will use the personal data you have provided on this application form, together with other information we may obtain about you e.g. from your referees and from carrying out security and credit checks, to assess your suitability for employment with us, and for administration and management purposes. We may disclose your personal data to our service providers and agents for these purposes. Where required, your personal data may be disclosed to law enforcement, regulatory or other government agencies where necessary or desirable to comply with legal or regulatory obligations.

If your application is successful, we will use your information for personnel administration and management purposes, including carrying out further appropriate security and credit checks. If your application is unsuccessful, we will keep your information for a reasonable period in accordance with legal requirements and for administration purposes. We may also contact you if other job opportunities arise in the future which we think may be suitable for you. If you do not wish us to contact you for this purpose, please tick this box [☐].

I consent and authorize to NTUC Income and its subsidiaries to collect, store and use information for the above purposes. I declare that :

- (a) I have obtained the consent of my immediate family members to disclose their personal data above for administration and management purposes); and
- (b) All the information given by me in this application is true and correct. I understand that misrepresentation or omission of any material fact may disqualify me from employment consideration and/or result in cause for dismissal without notification during my employment with NTUC Income or its subsidiaries.

Signature of Applicant

Date

Thank you for your interest in joining NTUC Income. You will be notified of the outcome of your application if you are shortlisted. If you wish to amend/update your information, please send us an email at hr@income.com.sg.

*Shortlisting is based on merit and personal information required in this form is used for administrative and management purpose only.

Optional: You may choose not to provide these personal information to us at the point of interview.

(Updated as at 1 Jan 2014)