



IPS GROUP OF COMPANIES

71 Tech Park Crescent Tuas Tech Park Singapore 638072

Tel : 6863 1111 Fax : 6863 3811 Website : www.ips.com.sg

APPLICATION FOR EMPLOYMENT FORM

Post Applied For :

Company :

INSTRUCTIONS

1. This form has been designed to provide us the relevant information for easy processing of your application for employment with us. It also serves as your personal record should you be employed.

2. You will need the following documents or information to fill in the form :
 - NRIC
 - Passport
 - Educational Certificates
 - Certificates of National Service and Employment, if applicable
 - Other Certifications, if applicable
 - Particulars of Parents/Spouse/Children/Character Referees

3. If Space in this application is insufficient, please attach an addendum.

4. IPS Group and its subsidiaries reserves the right to terminate the employment of the applicant if any of the particulars supplied by the applicant in this application form is found to be untrue after engagement.

Please insert
recent
Passport-size
photograph

A. PERSONAL PARTICULARS

Name (as in NRIC, please underline surname)		Name in Chinese characters (if applicable)	
Marital Status : Single / Married / Separated / Divorced / Widowed Gender : Male / Female		Race : Dialect : Religion :	
Singapore Citizen or PR PR Start Date :	NRIC No :	Country Of Birth : Nationality :	
Passport No : Passport Country Issued :	Passport Issued Date : Passport Expiry Date :	Date Of Birth (DD/MM/YY) : Age :	
Address & Contact Telephone Number In Singapore			
Address :			
Telephone No : _____ (Home) _____ (Office) _____ (Mobile)			
Email Address :			
Overseas Address & Contact Telephone Number			
Address :			
Telephone No :			
Driving License No :		Class : 2 / 2A / 2B / 3 / 4 / 5	
Do you own a car or motorcycle?			
National Service (if applicable) :			
Enlistment Date	ORD	Rank At Discharge	NS Unit
If you have not served NS or are exempted, please state reason :			

B. FAMILY PARTICULARS

Give details of your spouse, children, parents and siblings. If space is insufficient, please provide the information on a separate sheet of paper.

Name	Relationship	Nationality	Date Of Birth	Occupation	Company

C. CONTACT PERSON / NEXT-OF-KIN (IN CASE OF EMERGENCY)

For overseas applicants you must provide a local and overseas contact person

Name :		Relationship		
Address :				
Telephone No :	(Home)	(Office)	(Mobile)	

D. EDUCATIONAL PROFILE

Attach photocopies of all academic certificates

Institution/Country	Start Date	End Date	Highest Standard Passed & Year	Part-Time/ Full Time

E. OTHER COURSES CURRENTLY PURSUING

From (mm/yy)	Expected Date Of Completion (mm/yy)	Name of Course	Institution
Do You Intend To Pursue Courses : Y / N (Please provide details if your answer is YES)			

F. COMPUTER LITERACY & OTHER SKILLS

Please indicate the software you are competent in

G. LANGUAGE PROFICIENCY

Please circle Good (G), Fair (F) or Poor (P)

Language/Dialect	Spoken	Written	Language/Dialect	Spoken	Written
	G / F / P	G / F / P		G / F / P	G / F / P
	G / F / P	G / F / P		G / F / P	G / F / P
	G / F / P	G / F / P		G / F / P	G / F / P

H. EMPLOYMENT HISTORY – Start with your latest or present company.

It has the policy of the Company to conduct reference checks with previous companies but only after an applicant has been selected for the position. **Attach additional sheets if necessary**

Organization Name and Address :		
Position :		Name Of Last Supervisor :
From (dd/mm/yy) :		Reasons For Leaving :
To (dd/mm/yy) :		
Monthly Basic Salary	Allowances (if any)	Bonus (months)
Brief Description Of Job Duties		
Major Achievements		

Organization Name and Address :		
Position :		Name Of Last Supervisor :
From (dd/mm/yy) :		Reasons For Leaving :
To (dd/mm/yy) :		
Monthly Basic Salary	Allowances (if any)	Bonus (months)

Brief Description Of Job Duties		
Major Achievements		

Organization Name and Address :		
Position :		Name Of Last Supervisor :
From (dd/mm/yy) :		Reasons For Leaving :
To (dd/mm/yy) :		
Monthly Basic Salary	Allowances (if any)	Bonus (months)
Brief Description Of Job Duties		
Major Achievements		

Organization Name and Address :		
Position :		Name Of Last Supervisor :
From (dd/mm/yy) :		Reasons For Leaving :
To (dd/mm/yy) :		
Monthly Basic Salary	Allowances (if any)	Bonus (months)

Brief Description Of Job Duties		
Major Achievements		

Organization Name and Address :		
Position :		Name Of Last Supervisor :
From (dd/mm/yy) :		Reasons For Leaving :
To (dd/mm/yy) :		
Monthly Basic Salary	Allowances (if any)	Bonus (months)
Brief Description Of Job Duties		
Major Achievements		

I. CHARACTER REFEREES

Please provide particulars of two persons who are not related to you. They should be responsible persons who know you well with regard to your character and work performance. It is the policy of IPS to carry out reference check and such contact will only be made prior to offering you employment.

Full Name	Full Name
Address	Address

Tel No		Tel No	
Email Address		Email Address	
Occupation	Years Known	Occupation	Years Known

J. HEALTH INFORMATION

1. Do you have any physical defects or infirmity ?	Yes / No
2. Have you been advised to have any diagnostic test, hospital confinement or surgical operation which has not yet been performed ?	Yes / No
3. Have you been or are you currently undergoing any medical treatment as a result of any disease / illness / major medical condition / mental disorder or physical impairment ?	Yes / No
4. Do you suffer from any chronic illness such as long term back problems ?	Yes / No
5. Do you smoke ?	Yes / No
6. For female applicants : Are you pregnant ?	Yes / No
If your answer to any of the above is yes, please give details in the space provided. (If space is insufficient, please continue on an attachment)	

K. ADDITIONAL INFORMATION

1. What is your expected salary ?	\$
2. What length of notice is required by your current employer ?	
3. Are there any restriction with your employment (example : do you require a valid work pass) ?	Yes / No
3. Have you been discharged or dismissed from the service of your previous employers ?	Yes / No
4. Have you been convicted in a court of law in any country ?	Yes / No
5. Are you aware of being under any current police investigations in Singapore or in any other country following allegations made against you ?	Yes / No

6. Are you currently an undischarged bankrupt ? If yes provide details of the date of bankruptcy	Yes / No
7. Do you directly or indirectly have any shares in any business? (Exclude shares in Companies listed on SGX unless you hold directly or indirectly more than 5% of the share capital)	Yes / No
8. Are you holding directorship, sole-proprietorship or other appointment in any company ?	Yes / No
9. Do you receive other forms of incomes besides your monthly salary ?	Yes / No
10. Do you have any relatives working in IPS Group or in the following competing business: - Security Industry (excluding security guard) - Aviation Industry (ground support equipment) - Concrete Batching Plants - Asphalt Plants - Engines and Generators - Radiators - Waste Management - Testing and Calibration of Security Equipment	Yes / No
11. Have you or any relative been in the employment of IPS Group before	Yes / No
12. This question is only applicable to candidates applying to IPS Securex Pte Ltd : Have you ever been an employee of any Government organization (Civil Service, Statutory Board, Armed Forces (excluding National Service) GLC etc)? If yes ensure details are provided in section G	Yes / No
13. This question is only applicable to candidates applying to IPS Securex Pte Ltd : Has any direct relative (Mother, Father, Siblings, spouse, children) ever been an employee of any Government organization (Civil Service, Statutory Board, Armed Forces (excluding National Service) GLC etc)? If yes provide details below.	Yes / No
If your answer to any of the above is yes, please give details in the space provided (If space is insufficient, please continue on an attachment.)	

L. DECLARATION

<p>I declare that all information given by me in this application and any sheets attached hereto are true, complete and correct. I understand and accept that a misrepresentation or omission of facts will be sufficient cause for cancellation of consideration for employment or dismissal from the Company's service if I have been employed.</p> <p>Signature Of Applicant :</p> <p>Date :</p>

<p>For Company USE Only</p> <p>Date Of Interview _____ Interview Conducted By _____</p>
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Result of reference check :

Result Of Interview : To Employ To KIV To Reject

Commencement Date :

Salary : S\$

Transport Allowance : S\$

Mobilephone Allowance : S\$

Other Allowance : S\$

Comments :

Interviewer :

Date :

Approved By :