

DARUL GHUFRAN MOSQUE



EMPLOYMENT APPLICATION FORM

INSTRUCTION

[a] All completed forms are to be sent to:

**Human Resource
Darul Ghufuran Mosque
503 Tampines Ave 5
Singapore 529651**

[b] All sections must be filled. For items which are not applicable, please state "N.A". If there is insufficient space, please use and attach additional sheets of papers to this form.

[c] Where there is an asterisk (*) please delete accordingly.

[d] All applications must be accompanied with the following documents :

1. copies of academic certificates and transcripts
2. copies of other relevant certificates

[e] Incomplete application form will **not** be considered.

[f] The following details provided are for information and not meant for selection basis.

Attach a recent
passport-size
photograph of yourself

POST APPLIED

Post :	Expected Gross Salary (please state) :
Period of notice to present employer :	

PART A : PERSONAL PARTICULARS

Full Name in BLOCK LETTERS :		NRIC No / Colour :	
Residential Address :		Contact Details : Res : Off : HP : Email :	
Date of Birth / Age :	Place of Birth :	Race :	Religion :
Nationality :	Marital Status :	Sex : Male / Female *	

PART E : LATEST/FINAL YEAR BACHELOR DEGREE RESULTS OR EQUIVALENT

Course of Study (please specify clearly) :		Pass Degree : Yes / No *	
		Merit : Yes / No *	
		Class of Honours : 1 st / 2 nd Upper / Lower / 3 rd *	
Subject	Grade	Subject	Grade

PART F : NATIONAL SERVICE

Date of Enlistment	ROD	Rank	Unit	Vocation

If you have not served full-time service, please ✓ accordingly
 Part-time NS Exempted Not Applicable

PART G : SKILLS/COMPETENCIES

PC Software	Driving Licence (class)	Others
	If you possess a driving licence, do you own a vehicle? If yes, please specify.	

PART H : HOBBIES AND RECREATIONAL INTEREST

PART I : MEMBERSHIP OF PROFESSIONAL SOCIETIES, CLUBS AND ASSOCIATIONS

Name of Organisation	From (yr)	To (yr)	Position Held

PART J : CURRENT EMPLOYER

Name of Employer	Position Held	Period		Present Salary (please attach copy of latest payslip)			Bonus (mm)	Annual Leave (days)
		From (mm/yr)	To (mm/yr)	Basic	Gross	Allowances		
Reason for Leaving :								

PART K : PREVIOUS EMPLOYMENT HISTORY

Name of Employer	Position Held	From (mm/yr)	To (mm/yr)	Gross Monthly Salary (excluding allowances)	Reason for Leaving

PART L : FAMILY PARTICULARS

Name	Address	NRIC No	Relationship	Date of Birth	Age	Occupation

PART M : OTHERS

Why I want to join Darul Ghufuran Mosque :
If selected, what contributions could I offer to Darul Ghufuran Mosque :

PART N: PARTICULARS OF TWO REFEREES

Give particulars of two persons who know you well with regards to your character and work performance. One of these should know you in an official capacity preferably as your superior in some previous employment.			
Name		Name	
NRIC No		NRIC No	
Address		Address	
Contact No		Contact No	
Occupation		Occupation	
Relationship		Relationship	
Age		Age	
Years Known		Years Known	

PART O: ADDITIONAL INFORMATION

Have you been or are suffering from any physical impairment / disease? (Please specify)	Yes / No *
Do you have a criminal record ¹ in Singapore?	Yes / No *
Have you ever been convicted in the court of law in any country? (Please specify)	Yes / No *
Have you ever been dismissed or discharged from any employment? (Please specify)	Yes / No *
Have you ever been in any financial embarrassment? (Please specify)	Yes / No *
Have you ever applied to Darul Ghufuran Mosque before? (Please specify)	Yes / No *

PART P: DECLARATION

I hereby declare that all the information given in this form is true and understand that if at any time after engagement it is found that a false declaration has been made to this form, Darul Ghufuran Mosque shall have the right to terminate my employment without notice.	
_____	_____
Date	Signature

¹ We refer only to a criminal record of a conviction under the Registration of Criminals Act