



DARUL GHUFRAN MOSQUE

JOB APPLICATION FORM

INSTRUCTION:

1. All sections must be filled. For items that are not applicable, please state "NA". If there is insufficient space, please use and attach additional paper.
2. Where there is an asterisk (*), please delete accordingly.
3. All applications must be accompanied with the following documents:
 - a) copies of academic certificates and transcripts; and
 - b) copies of other relevant certificates.
4. Incomplete application form will not be considered.
5. Completed forms can be:
 - a) sent to
Human Resource
Darul Ghufuran Mosque
503 Tampines Ave 5
Singapore 529651
 - b) E-mail to secretary@ghufuran.mosque.org.sg

(A) POST APPLIED

Post:	
Expected Gross Monthly Salary:	Period of Notice to Present Employer:

(B) PERSONAL INFORMATION

Name (as in NRIC or Passport):	Contact Details
	Home: Mobile:
Citizenship:	Email:
Residential Address:	

(C) DETAILS OF CURRENT EMPLOYMENT

Name of Employer:	Designation:
Present Gross Monthly Salary: (Attach copies of latest payslip)	Bonus:
Key Responsibilities:	
Reason for Leaving:	

(D) EMPLOYMENT HISTORY

Date		Organisation	Position Held	Key Responsibilities	Reason(s) for Leaving
From	To				

(E) EDUCATIONAL QUALIFICATION

Name of Institution	From (Year)	To (Year)	Highest Qualification

Please attached relevant examination results slip and transcripts.

(F) OTHER QUALIFICATIONS / COURSES ATTENDED / AWARDS ATTAINED

Date		Qualifications / Courses Attended /Awards Obtained	Awarding Institution
From	To		

(G) SKILLS & COMPETENCIES

Technical Skills (PC Software)	Others

(H) MEMBERSHIP IN PROFESSIONAL SOCIETIES, CLUBS, AND ASSOCIATION

Name of Institution	From (Year)	To (Year)	Position Held

(I) REFEREES

Please provide details of two referees who we may approach for references.

One of the referees should know you in an official capacity preferably as your supervisor in your previous employment.

1	Name:	Designation / Relationship:
	Organisation:	
	Contact No.:	Email Address:

2	Name:	Designation / Relationship:
	Organisation:	
	Contact No.:	Email Address:

(J) OTHERS

Please tell us why you applied for this job and why you think you are the best person for the job.

(K) DECLARATION

I hereby give consent to my data being used for the purposes of recruitment and employment.

I further 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.

Signature

Date