

CARE Singapore

Job Application Form

Dear Applicant,

We are thankful for your interest in joining the CARE Singapore team. Please complete this form to the best of your knowledge and ability, so our selection panel can get to know you well.

We seek your understanding that only shortlisted candidates will be notified and invited for an interview.

Thank you and have a good day!

Best Regards
 Human Resources Section
 CARE Singapore

Section A – Personal Information	
Position Applied For	
Full Name (NRIC/Passport)	
Nationality	
Mobile Number	
Email Address	
Residential Address	
Postal Code	
How did you find out about the job vacancy?	
Your expected salary for the applied role (SGD)	
Your termination notice period with your current employer	
When can you start work? (Earliest start date)	
Is the applied role related to the Social Service Tribe Study Award program? If Yes, please complete Section I .	

Section B – Education / Achievements (Latest on top)			
Please attach the certificates when submitting the form.			
School / Institute Name	Date Attained (MM/YYYY)	Level Attained	Remarks (Honours, Awards, etc.)

Section C – Employment History (Latest on top)				
Company / Organisation	Position	Start Date (MM/YYYY)	End Date (MM/YYYY)	Reason For Leaving

Section D – Professional Membership (Most current on top)				
State “N.A.” if you have never joined any professional membership before.				
Association / Society	Position	Start Date (MM/YYYY)	End Date (MM/YYYY)	Reason For Stopping

Section E – Volunteer History (Most current on top)				
State “N.A.” if you have never volunteered before.				
Organisation	Type of Volunteer Work Done	Start Date (MM/YYYY)	End Date (MM/YYYY)	Reason For Stopping

Section F – Language Proficiency		
Select accordingly.		
Language / Dialect	Written	Spoken

Section G - More About You				
• What excites & motivates you?	• What demotivates you (turns you off)?			
• What do you find meaningful?	• What do you think is a waste of time?			
• Your strengths	• Your weaknesses			
• People may like you for. . .	• People may dislike you because. . .			
• Your hobby and interests	• Your personal goals and objectives			
• Why you applied for the job?	• What can you contribute to the organization?			
• Where do you see yourself in 5 years? Why?	• Your career goals and objectives			
• Share your views on any one of the below topics • Gangs / Values / Choices / Wisdom / Self-Esteem / Friendships / Peer Pressure	• State 10 adjectives that describe you best in the order of what describes you best at the top of the list.			
	1		6	
	2		7	
	3		8	
	4		9	
	5		10	
• If you can do anything to empower youths for a better future, what would you do?	• If you can design your work as you like, what would your job description be like?			
• Share any experience you have working with youth-at-risk	• Share your greatest success story in helping others			

Section H - About Your Qualities (Personality, Work Style and Abilities, etc.)		
Select Rating 1 – 6, where “1” means the statement least describes you, and “6” means that it describes you fully.		
A	General Characteristics	Rating (Please select)
1	Passionate about helping at-risk youth	
2	Warm, vibrant and attractive	
3	Fun, friendly and caring	
4	Approachable	
5	Compassionate	
6	Open to new ideas	
7	Adaptable and flexible	
8	Proactive and self-driven	
B	Aptitude for work (Applicable to Youth Worker / Youth Work Associate positions ONLY)	Rating (Please select)
1	Manage classroom well	
2	Delivers lesson effectively	
3	Can motivate and inspire students	
4	Can build rapport with youths	
5	Able to communicate with youths, parents and teachers	
C	Teamwork	Rating (Please select)
1	Pleasant, positive and supportive	
2	Willing to share ideas	
3	Humble and teachable	
D	Leadership	Rating (Please select)
1	Respected by others	
2	Pro-active, takes initiative	
3	Responsible and accountable	
E	Problem-Solving	Rating (Please select)
1	Resourceful – Able to find a way	
2	Creative – Can turn problems into opportunities	
3	Resilient – Will not give up easily	
F	Software and Applications	Rating (Please select)
1	Microsoft Office 365: Outlook, One Drive, Share Point	
2	Microsoft Word	
3	Microsoft Excel	
4	Other Software (Please state):	
E	Tell Us More. For any one or more of the above qualities, describe an actual situation from your life.	

Section I – Information Relating to the Social Service Tribe Study Award Application (Complete this section only if your application is related to an award program)	
Type of Applicant	Please Select (Yes/No)
You are a former/current intern at CARE Singapore	
You are a former/current student volunteer at CARE Singapore	
You apply for the role after seeing the opportunity on the Care Singapore website	
You apply for the role after seeing the opportunity on: (Please State):	
Current Tertiary Education	
Course of Study ¹	
Name of Institution	
Level (Undergraduate/Postgraduate)	
Country ²	
Course Start Date	
(Expected) Graduation Date	
Current Academic Year and Semester/Trimester	
Cumulative GPA: (Based on the latest academic result)	
Did you receive any sponsorship/scholarship from his/her previous or current employer for any Degree (Including Undergraduate/Postgraduate) Programme from Year 2012 onwards? If so, please specify the type of scholarship/sponsorship, the amount, and course details (i.e. course title, commencement and completion date)	
Type of Scholarship/Sponsorship:	
Amount awarded:	
Date awarded:	
Course Title:	
Commencement Date:	
Completion Date:	

¹ Please note that the supported courses of studies are as follows: Social Work, Occupational Therapy, Physiotherapy, Speech and Language Therapy (Undergraduate and postgraduate), Psychology (Postgraduate only).

² Only local institutions are supported

Section J – References						
S/No	Name	Relationship	Company	Position	Mobile No.	Email
1						
2						
<p>I acknowledge and confirm that I have the above person's consent to provide CARE Singapore with their details, and the company may contact them for a character and work reference check/verification in relation to my job application.</p>						
Applicant's Name						
Applicant's Signature and Date						

Section K – Declaration	
By submitting this job application form:	Please Select (Agee/Disagree)
1) I declare that I do not smoke, drink or engage in substance abuse	
2) I declare that all information in this job application form is accurate.	
3) I consent to CARE Singapore collecting and using the personal data provided by me in this job application form and any supporting documents relating for the purposes of: <ul style="list-style-type: none"> • assessing my application for employment (including reference check); and • managing my employment relationship with CARE Singapore if the Company hires me. 	
4) I understand and acknowledge that my employment contract can be terminated without notice should I provide false information or any supporting documents relating to this job application.	
Applicant's Name	
Applicant's Signature and Date	