

BUKIT BATOK DRIVING CENTRE LTD

EMPLOYMENT APPLICATION

Position Applied For: **Driving Instructor**

How Did You Get to Know About This Position: _____

(1) PERSONAL INFORMATION

Full Name (as per NRIC / Passport) _____

Identity Card / Passport No _____ Country of Birth _____ Nationality _____

Tel _____ HP No. _____ Email _____

Address _____ Postal code _____

Valid Driving Licence: Class 2B , 2A , 2 , 3A , 3 , 4 , 5 (Pls circle all that applies)

Possess Class 3 Licence For _____ Years

Completed Full Time National Service: Yes / No / Not applicable

If Yes, ORD Date _____ Next Incamp Training _____ If No, Reasons _____

Languages spoken: _____ Language written: _____

Do you have any Demerits Points (in past 3 years till current): Yes / No

If Yes, please indicate the points & nature of traffic offence:

Do you know anyone who is working in our company?- Yes / No

If Yes, please write name: _____

(2) EDUCATION

SCHOOL / INSTITUTION	QUALIFICATIONS	YEAR GRADUATED

(3) OTHER TRAINING

COURSES ATTENDED	INSTITUTION	QUALIFICATIONS	YEAR GRADUATED

(4) EMPLOYMENT HISTORY (STARTING WITH MOST RECENT)

NAME OF CURRENT/LAST COMPANY _____ TEL : _____
POSITION HELD _____ FROM _____ TO _____
DUTIES & RESPONSIBILITIES _____
GROSS SALARY \$ _____ BONUS _____ ANNUAL LEAVE _____
OTHER FRINGE BENEFITS _____
REASON FOR LEAVING _____
NAME OF PREVIOUS COMPANY _____ TEL : _____
POSITION HELD _____ FROM _____ TO _____
DUTIES & RESPONSIBILITIES _____
GROSS SALARY \$ _____ BONUS _____ ANNUAL LEAVE _____
OTHER FRINGE BENEFITS _____
REASON FOR LEAVING _____
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NAME OF PREVIOUS COMPANY _____ TEL : _____
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DUTIES & RESPONSIBILITIES _____
GROSS SALARY \$ _____ BONUS _____ ANNUAL LEAVE _____
OTHER FRINGE BENEFITS _____
REASON FOR LEAVING _____

**EXPECTED SALARY \$ _____ NOTICE OF TERMINATION _____ DAYS / MONTH
(TO PRESENT EMPLOYER)**

I am aware that Bukit Batok Driving Centre Ltd is required to obtain my NRIC number and driving licence number for my application for the driving instructor position and for any screening as required by Traffic Police.

By completing this form, I hereby consent to the collection, use and retention of my personal data and allow the company to check with the relevant departments on my driving record, criminal records (if any) as well as obtain my medical report for job application purposes and in the course of my employment in future if my application is successful.

I declare that the information provided above is true and complete in all aspects. I understand that any misrepresentation or omission of information may be considered sufficient for withdrawal of an offer or subsequent dismissal from employment.

SIGNATURE OF APPLICANT

DATE