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MAKINO ASIA PTE LTD

2 GUL AVENUE SINGAPORE 629649

Tel : (65) 68615722 Fax: (65) 68611600

POSITION APPLIED FOR _____ DATE: _____

A. Personal Particulars

Name:

Chinese character:

(if applicable)

Identity No:

Religion:

Nationality:

Country of origin:

Gender: Male / Female

Marital Status:

Single / Married / Divorced / Widowed

Race:

Date of Birth:

(dd/mm/yy)

Age:

B. Contact Information

Home no.:

Mobile Phone No:

Address:

Email Address:

C. In case of emergency, please contact:

Name:

Relationship:

Contact No.:

D. Family History (If married: Wife, Children. If single: Parents, Siblings)

Name

Relationship

Age

Occupation

E. Educational Qualifications / Professional Courses:

University /
Polytechnic/Institute/College/School
Period From
(dd/mm/yy)
Period To
(dd/mm/yy)
Qualification Obtained
(please state
specialisation)

F. Employment History:

Name of Employer
Position Held
Period
From
(dd/mm/yy)
Period To
(dd/mm/yy)
Last Drawn Basic Salary
S\$

Reasons for Leaving:
Compensation package in
current company:
Please state in term of months.
13 month/AWS:
Performance/Variable Bonus:
Transport / Other Allowances:
Expected Salary: S\$
/ per month
Notice required at your present occupation:

G. Personal Reference: Please indicate 2 referees who were your superior during your history of employment

Name
Contact
Details
Email
Address
Occupation/ Company

H. Please tick accordingly

Yes

No

If yes, please provide
details.

a

Have you previously applied for employment
with Makino Asia Pte Ltd?

b

Are you recommended by our Makino Asia
employees?

c

Do you have any relatives or friends presently
working with Makino Asia Pte Ltd?

d

Have you ever been bankrupt?

e

Are you suffering from any pre-existing illness or
has been hospitalized in the past 12 months?

f

Do you suffer from any physical disability?

g

Have you ever been convicted of a criminal
offence in any court of law? (This is for
information only and will not be inconsideration
nor affect the outcome of the interview.)

h

How did you come to know about our vacancy?
Remarks:

I declare that the information provided is true to the best of my knowledge. I understand that any false
information will render me liable to disqualification and if employed, to dismissal.

Personal Data Protection Act (PDPA) Consent

In accordance with the data protection provisions of the Personal Data Protection Act 2012 (PDPA) which comes into effect on 02 July 2014, we require your consent for Makino Asia Pte Ltd (MA) to use, disclose and maintain your personal data as follows:

1. Makino Asia will retain for reference and record purposes the details of my job application form, attached resumes, identification documents, academic and work related certificates as well as other personal data provided for with relevance to the application for a position for one (1) year from the date of application form submission.
2. Makino Asia will retain and use my personal data upon me joining the company after the hiring process in accordance to the company PDPA and information management policy.
3. Makino Asia is allowed to release my personal data to other organisations making reference checks for hiring purposes after my resignation from the company.
4. I authorize Makino Asia to conduct reference checks with my previous employers and referees as listed in Section F: Employment History and Section G: Personal Reference.

Signature of Applicant/ Date

For Official Use Only

Department /Position Offered: _____ Salary Offered: _____
Remarks: _____ HR Manager Signature: _____