



**APPLICATION FOR \*TEACHING / NON-TEACHING (*DIRECT HIRE*) POSITION  
AT CREST SECONDARY SCHOOL**

*(This Application Form is not applicable to MOE / ITE candidates  
applying for secondment to Crest Secondary School)*

**Employment Terms:**     Full-Time Contract                       Temporary / Relief Employment

**Section 1: Applicant's Personal Particulars**

|   |   |                     |
|---|---|---------------------|
| Name (Dr/Mr/Mrs/Ms/Miss/Mdm)  | NRIC Type<br>[   ] Pink    [   ] Blue     | NRIC No.            |
| Country of Birth  | Gender                                    | Nationality         |
| Residential Address   | Date of Birth                             | Tel / HandPhone No. |
| Current Occupation & Place of Employment                              | Last Drawn / Current Gross Monthly Salary | Citizenship         |
|   | Monthly (S\$) _____<br>Annual (S\$) _____ | Singapore PR?*      |
| Email:<br><input type="checkbox"/> Yes<br><input type="checkbox"/> No |   |                     |

*\*(Mark 'X' where appropriate)*

**Section 2: Applicant's Academic Qualifications (*in Chronological Order*)**

| Year of Attainment | Name of Qualification Attained | Name of School / Institution / University Attended | Country of School / Institution / University Attended |
|--------------------|--------------------------------|--|---|
|                    |                                |  |   |
|                    |                                |  |   |
|                    |                                |  |   |
|                    |                                |  |   |

School Address: 561 Jurong East Street 24 Singapore 609561  
 Tel: +65 6899 2779 Fax No.: +65 6899 2668  
 Contact Person: Ms Marina Wong (Head HR)  
 Email: marina\_wong@crestsec.edu.sg

**Section 3: Previous and Present Employment (in Chronological Order)**

| Period of Employment |    | Name of Employer | Address of Employer | Position Held | Gross Monthly Salary |
|----------------------|----|------------------|---------------------|---------------|----------------------|
| From                 | To |                  |                     |               |                      |
|                      |    |                  |                     |               |                      |
|                      |    |                  |                     |               |                      |
|                      |    |                  |                     |               |                      |
|                      |    |                  |                     |               |                      |
|                      |    |                  |                     |               |                      |
|                      |    |                  |                     |               |                      |

\* Please attach additional sheets if the space provided is insufficient

**Section 4: Course(s)/Subject(s) Trained to Teach (Applicable to Teaching Position only)**

|   | Course/Subject | Level |
|---|----------------|-------|
| 1 |                |       |
| 2 |                |       |
| 3 |                |       |
| 4 |                |       |
| 5 |                |       |
| 6 |                |       |

## Section 5: Position Applying for (please tick ONE)

(The positions / qualifications indicated below are not exhaustive and are subject to review by the school.)

### Teaching / Student Support Positions (Direct Hire)

**Teacher / Relief Teacher\***

(Relevant university degree / polytechnic diploma / GCE 'A' level / vocational or equivalent qualifications, preferably with teaching qualification and/or relevant work experience)

Indicate preferred / trained teaching subject(s) / course(s): \_\_\_\_\_

**School Counsellor / Social Worker / Student Welfare Officer**

(University degree / polytechnic diploma or equivalent qualifications with specialisation in counselling, preferably with relevant work experience)

**Allied Educator**

(Polytechnic diploma / Higher Nitec or relevant qualifications, preferably with teaching and/or relevant work experience)

Indicate preferred / trained teaching subject(s) / course(s): \_\_\_\_\_

### Non-Teaching Positions (Direct Hire)

**Head / Manager (Graduate)** (university degree, preferably with relevant work experience)

Indicate area(s) of specialisation e.g. Admin, HR, Finance, ICT etc.: \_\_\_\_\_

**Head / Manager (Non-Graduate)** (polytechnic diploma / Higher Nitec or equivalent qualification, preferably with relevant work experience)

Indicate area(s) of specialisation e.g. estate maintenance, student management etc.: \_\_\_\_\_

**Senior Executive / Executive / Senior Executive Assistant** (Diploma / Higher Nitec / Nitec or equivalent qualification, preferably with relevant work experience)

Indicate areas of support/experience e.g. Admin, HR, Finance, ICT etc.: \_\_\_\_\_

**Technical Support** (Nitec or equivalent qualification, preferably with relevant work experience)

Indicate areas of support/experience e.g. IT, workshop maintenance etc.: \_\_\_\_\_

**Others** (polytechnic diploma/Higher Nitec or equivalent qualification, preferably with relevant work experience)

Indicate job designation and experience: \_\_\_\_\_

**Expected Gross Monthly Salary:** \_\_\_\_\_

**Notice Period:** \_\_\_\_\_

## Section 6: Declaration by Applicant (All fields are compulsory)

*\*Please delete as appropriate.*

|    |  |           |
|----|--|-----------|
| 1  | Have you suffered, or are suffering from any medical condition, illness, disease, mental illness, substance dependence <sup>1</sup> or physical impairment?  | *Yes / No |
| 2  | Do you have a criminal record <sup>2</sup> in Singapore?   | *Yes / No |
| 3  | Have you been convicted in a court of law in any other country (excluding parking offences or criminal records disclosed above?)   | *Yes / No |
| 4  | Have you been charged with any offence in a court of law in Singapore or in any other country for which the outcome is pending (excluding parking offences)?   | *Yes / No |
| 5  | Are you aware of being under any current police investigations in Singapore or in any other country following allegations made against you?  | *Yes / No |
| 6  | Have you been or are you under any financial embarrassment i.e. (a) an undischarged bankrupt, (b) a judgement debtor, (c) have unsecured debts and liabilities of more than 3 months of last-drawn pay, (d) have signed a promissory note or an acknowledgement of indebtedness?   | *Yes / No |
| 7  | Do you have intention to apply for foreign citizenship/permanent residence within the next one year?   | *Yes / No |
| 8  | Have you been in the employment of the Singapore Civil Service before? If yes, please complete Qns 9 and 10.   | *Yes / No |
| 9  | Which Ministry / Department were you last with before you left the Singapore Civil Service?<br><br>Please state: _____   |           |
| 10 | Why did you leave the employment of the Singapore Civil Service?<br><br>a) Normal resignation<br>b) Expiry of Contract<br>c) Resignation under Special Resignation Scheme<br>d) Resignation under Special Gratuity Scheme<br>e) Retirement (on reaching statutory retirement age)<br>f) Retirement (early / optional retirement)<br>g) Dismissal, discharge or termination of service<br>h) Other grounds (please specify) _____ |           |
| 11 | Have you broken any bond, left an employer without serving your period of moral obligatory service or are currently serving any bond or moral obligatory service (e.g. bonds associated with scholarships or obligatory service related to training awards or no-pay leave, etc)?  | *Yes / No |
| 12 | If your answer is "Yes" to any of the questions above, please give details:  |           |

<sup>1</sup>Dependence on alcohol, drugs, etc, excluding prescription by a certified medical professional.

<sup>2</sup>By this, we refer only to a criminal record of a conviction under the Registration of Criminals Act.

## Section 7: Applicant's Personal Statement

Please share briefly your motivation for applying to Crest Secondary School and how you envision yourself contributing to the school through the position you are applying for.

## Section 8: Character Referees

(Please provide particulars of two persons who are not related to you. They should be responsible persons who you know well with regard to your character and work performance. The school may contact the referees stated.)

| Name of Referee | Company Name, Designation | Years Known | Relationship | Contact No. & Email |
|-----------------|---------------------------|-------------|--------------|---------------------|
|                 |                           |             |              |                     |
|                 |                           |             |              |                     |

## Section 9: Applicant's Acknowledgment

- I give my consent for the relevant Government authorities to obtain and verify information from or with any source, as you deem appropriate for the assessment of my application for registration.
- I declare that all information given by me in this application and any sheets attached hereto are true to the best of my knowledge and I have not wilfully suppressed any material fact. I accept that if any of the information given by me in this application is in any way false, incomplete, misleading or incorrect, my application may be rejected.
- I understand that my personal data will be collected and used for the following purposes and the school may disclose my personal data to third parties where necessary for the following purposes:
  - (i) assessing and evaluating my suitability for employment in any current or prospective position within the organisation; and
  - (ii) verifying my identity and the accuracy of my personal details and other information.
- I understand that my registration as a teacher with the Ministry is subject to good performance, good conduct and any prevailing conditions and policies that the Ministry may determine from time to time. The Ministry may reject my application or remove my registration if I do not meet these conditions.

Signature of Applicant : \_\_\_\_\_

Date : \_\_\_\_\_

**FOR OFFICIAL USE**

**Section 10: Declaration by School**

**Applicant's Supporting Documents**

The following documents are enclosed (Mark 'X' where applicable):

- Passport (Foreigner)
- Educational Qualifications (Secondary Level and Above)
- Transcripts (University)
- Previous MOE Approval(s) to Teach

I confirm that:

1. The above information has been verified and all documents forwarded herein are certified true copies; and
2. The applicant has been certified medically fit by a registered doctor.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Designation: \_\_\_\_\_

**Instruction to School:**

Please forward the duly completed form, together with the registrant's supporting documents, to:

**Trained Teachers Recruitment Unit  
Ministry of Education  
1 North Buona Vista Drive  
Singapore 138675**

|                    |                       |         |
|--------------------|-----------------------|---------|
| Name of School:    | School Email Address: |         |
| Address of School: | Tel No.               | Fax No. |
| Contact Person:    | Date:                 |         |