

**EMPLOYMENT APPLICATION FORM**

Position Applied For : \_\_\_\_\_

Earliest Date of Commencement / Notice Period Required : \_\_\_\_\_

How did you know of our vacancy?

- Walk-in  Friend's Recommendation (Name / Department : \_\_\_\_\_)
- Newspaper Advertisement  Website (Address : \_\_\_\_\_)
- Others (Please Specify : \_\_\_\_\_)

**PERSONAL INFORMATION**

Name (as in NRIC / Passport)	
Name in Chinese Character (if applicable)	Alias
Address  Postal Code	Home
	Mobile Phone
Email Address	
Eligibility to Work in Singapore <input type="checkbox"/> Singapore Citizen <input type="checkbox"/> Singapore PR <input type="checkbox"/> Foreigner requiring a pass to work in Singapore Nationality: _____	

**LANGUAGE PROFICIENCY**

Language/Dialect	Spoken (Please tick)			Written (Please tick)		
	Good	Fair	Poor	Good	Fair	Poor

**DEGREE / DIPLOMA COURSES CURRENTLY PURSUING (IF ANY)**

Month / Year		Name of Institute	Type of Course
From	Expected Completion		

**OTHER PROFESSIONAL QUALIFICATIONS (IF ANY)**

Month / Year		Name of Institute	Type of Course
From	To		

**COMPUTER LITERACY & OTHER SKILLS**

<b>Skills applicable to position applied for</b>

**REFEREES – Preferably be your ex-supervisor, colleagues and peers in responsible positions and competent to speak about your academic / working background.**

<b>Referee 1</b>			
Name		Occupation	
Company		Contact Number	
Email Address		Relationship	
<b>Referee 2</b>			
Name		Occupation	
Company		Contact Number	
Email Address		Relationship	
<b>Referee 3</b>			
Name		Occupation	
Company		Contact Number	
Email Address		Relationship	

**NATIONAL SERVICE**

Not applicable / Completed / Exempted / Currently Serving	Run-Out-Date
Last Rank Held	Present Unit
If exempted, please state reason(s)	

**EMPLOYMENT HISTORY – Please indicate ALL positions held in your current / latest company. We would also like to see 2 of your previous employment history listed in this section as well.**

Company	Position Held	From (MM/YYYY)	To (MM/YYYY)	Monthly Basic Salary (S\$) (EXCLUDING AWS / Variable Bonus)	Entitled to AWS? (Y/N)	Variable Bonus (S\$)

**MEDICAL HISTORY AND OTHER INFORMATION**

a. Have you ever been detained, charged or convicted by a court of law in any country? If yes, please specify :	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Have you ever applied for any post / have worked in Wyndham Hotel Group? If yes, please specify the brand and country :	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. Do you have relatives or friends working in Ramada & Days Hotels Singapore? If yes, please specify :	<input type="checkbox"/> Yes <input type="checkbox"/> No
d. Are you currently free from a financially embarrassing situation? If No, please specify clearly :	<input type="checkbox"/> Yes <input type="checkbox"/> No
e. Do you have any pre-existing medical conditions? If yes, please specify :	<input type="checkbox"/> Yes <input type="checkbox"/> No
f. Have you been dismissed from the service of your previous employers? If yes, please specify :	<input type="checkbox"/> Yes <input type="checkbox"/> No
g. Have you been issued a verbal or written warning in the last 2 years? If yes, please specify:	<input type="checkbox"/> Yes <input type="checkbox"/> No
h. (For Operations Staff Only) Do you have any visible body art?	<input type="checkbox"/> Yes <input type="checkbox"/> No

I hereby authorize the company to verify any information provided by me in this application form as it deems fit. I understand that a misrepresentation or omission of facts called for herein will be sufficient cause for cancellation of consideration for employment or dismissal from the company's service if I have been employed. I also understand that my employment is subject to me being declared medically fit for employment by the company appointed panel of doctors.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CONSENT TO DISCLOSURE OF PERSONAL INFORMATION**

*Please read this consent disclosure carefully, understand the following Terms and Conditions and whenever required, direct all requests for clarification to the Human Resource Department before signing the consent.*

I, \_\_\_\_\_ of NRIC/FIN: \_\_\_\_\_ hereby request the Hotels – Ramada and Days Hotels Singapore At Zhongshan Park, Human Resources personnel to undertake a personnel record reference check on me by verifying on my past employment records with my ex-employers; academic institutions; legal or government authorities/statutory boards & agencies and/or any parties listed in my resume/curriculum vitae pertaining to my past employment histories; remuneration packages; character references and personal conduct in the form of verbal; virtual or written correspondences.

By giving the above written consent, I understand that the result of my reference check will be treated in strict confidence in consideration of my application for professional employment as the \_\_\_\_\_ for Ramada and Days Hotels Singapore At Zhongshan Park, 18 Ah Hood Road, #03-51, Singapore 329983.

Declared and Agreed by:

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Representative