



Methodist Girls' School

Application for Appointments

Please submit your completed form together with the curriculum vitae to the Human Resources Department, Methodist Girls' School (Secondary), 11 Blackmore Drive, Singapore 599986.

GENERAL INFORMATION

Position applying / considered for:

Please indicate where you came to know about the position being applied for:

- ☐ MOE APEX Opening Posting ☐ MGS Career Website ☐ Online Job Advertisement _____ ☐ The Strait Times
☐ Others _____

PERSONAL DETAILS

Title and Full Name as in Passport / Identity Card (*underline Surname / Family Name*):

Name in Chinese characters (if applicable):

Dr / Mr / Mrs / Mdm / Miss / Ms

Known As Name: Dr / Mr / Mrs / Mdm / Miss / Ms

Residential Address:

Telephone Nos.:

(Home)

(Mobile)

Citizenship: Singapore Citizen / Singapore PR / Others: (Please specify)

E-mail Address:

EDUCATIONAL BACKGROUND (eg, 'O' Level, 'A' Level, Diploma, Degree etc)

From (mm/yy)	To (mm/yy)	Schools/Institutions Attended	Country	QUALIFICATIONS ATTAINED (with dates; for honours degree, state field of study and class of honours)

LANGUAGE PROFICIENCY

(a) Written & Spoken

Proficiency
(*indicate fluent / good / fair*)

(b) Spoken Only

Proficiency
(*indicate fluent / good / fair*)

EMPLOYMENT HISTORY <i>(In Chronological order)</i>							
From (dd/mm/yyyy)	To (dd/mm/yyyy)	Names of Employer	Position Held, brief description of duties & responsibilities Important: For teaching experience, please indicate subject and levels taught and CCA involvement	Last Drawn Salary	Bonus (by month)	Additional Allowances & Benefits (eg. Housing, transport, flexible benefits)	Reason(s) for Leaving

PRESENT EMPLOYMENT			
Name of Employer :			
Substantive Appointment:		Date of Employment:	Last Promotion:
Position Held, brief description of duties & responsibilities. For teaching experience, please indicate subject and levels taught and CCA involvement.			
	Gross Salary Per Month (S\$)	Per Annum (S\$)	Additional Allowances (e.g Housing, transport, flexible benefits etc)
Current remuneration			
Expected remuneration			
Resignation Notice Period :			
Earliest Commencement Date if appointed :			
May we write to the following for a reference?			
(a) Your present employer	Yes / No		
(b) Your previous employer(s)	Yes / No		

DECLARATION	
By providing the information set out in this form, I agree and consent to Methodist Girls' School (MGS) collecting, using and disclosing my personal data provided above as well as in the records of MGS from time to time, and disclosing such personal data to MGS's authorised service providers, and relevant third parties for purposes reasonably required by MGS to process my employment application and assess my suitability for the position which I am applying for, and if I am offered employment by MGS, to administer and manage my employment relationship with MGS. By signing the below, I declare that the information provided above is true and completed in all respects. I understand that any misrepresentation or omission of relevant information may be considered sufficient grounds for withdrawal of an offer or subsequent dismissal from employment.	
Signature of Applicant	Date