



Submit the completed form with copies of your resume, IC, last drawn payslip, educational and other relevant certificates to:

**The Human Resource Department  
National Heritage Board  
61 Stamford Road, #03-08  
Stamford Court  
Singapore 178892**

by the closing date stated on the job advertisement or NHB Website ([www.nhb.gov.sg](http://www.nhb.gov.sg)).  
NHB does not enter into correspondence with regard to the reasons for non-selection of candidates.

Please indicate the post applied for on the left-hand corner of your envelope.

Part 1: Post (s) Applied For (in order of preference)					
1		2		3	
EXPECTED WAGES					
1	per month S\$	2	per annum S\$		

Part 2: Personal Particulars				
Name (State Mr/Miss/Mrs/Mdm)			NRIC/Citizenship No.	
Postal Address				
Home Tel No	Office Tel No	Pager/Handphone No	E-mail Address	
Country of Birth	Nationality		Citizenship	

Part 3: Schools/ Institutions Attended (attach copies of your testimonials and leaving certificates, if any)			
Schools/Institutions Attended & Country	Date Joined	Date Left	Highest Qualification Attained & Year

<b>QUALIFICATIONS</b> Please attach certificates including GCE 'N', 'O', 'A' Level results if applicable.
--

<b>SCHOLARSHIPS/PRIZES/AWARDS</b> a) State any scholarship you hold or have held, indicating type, duration, value and bond (if any) b) State any prizes or awards you have won, indicating the reasons for which they were awarded	
---	--

Part 4: Employment History				
Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Name of Current Employer	Date Employed	Current Position	Current Salary (per month)
Allowances (per month), if any	Bonus, if any (no. of months)	How much notice must you serve to resign?	What are your reasons for wanting to leave?	

List your previous employers in chronological order					
From (Mth/Yr)	To (Mth/Yr)	Name of Employer	Position Held	Last Drawn Salary	Reasons for Leaving

Part 5: Language Proficiency & Other Skills (for language, please indicate proficiency level : fair, good or excellent)					
Language	Proficiency		Language	Proficiency	
	Written	Spoken		Written	Spoken
English					
2nd Language _____					
List any computer software or equipment that you are competent at operating.					

Part 6: Tell Us About Yourself
<p>(a) Why are you interested to join NHB?</p> <p>(b) What relevant skills/competencies do you possess in relation to the position for which you are applying? Please give specific examples. (Use separate sheet if space is insufficient)</p>

<b>Part 7: National Service</b> (please attach a copy of your NS Certificate)			
<b>NATIONAL SERVICE</b> (For Male Singapore Citizens and Permanent Residents only)	Liability: FULL-TIME/ PART-TIME/ EXEMPTED/ REGULAR* (* delete where applicable)		
	Enlistment Date	Date of ORD/ROD	Period of Disruption
	Vocation		Unit Attached To
	Highest Rank Attained		If Exempted, state reasons for Exemption

<b>Part 8: General Information</b>	If yes, please state details	
Are you financially indebted at the moment?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have a criminal record <sup>1</sup> in Singapore?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever been convicted in a court of law in any other country (excluding parking offences or criminal records disclosed above)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever resigned from the service of the Singapore Government or any Statutory Board in Singapore or of any Government of the States of Malaysia or of the Federal Government of Malaysia?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever been dismissed or discharged from the service of the Singapore Government or any Statutory Board in Singapore?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you suffered or are you suffering from any physical impairment, disease, illness or mental disorder?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

<b>Part 9: How did you hear about us?</b>	Please select where appropriate
NHB Corporate Website	<input type="checkbox"/>
Newspaper (Please state : _____)	<input type="checkbox"/>
Online Job Portals (Please state: _____)	<input type="checkbox"/>
Career Fair (Please state: _____)	<input type="checkbox"/>
Friend's Recommendation	<input type="checkbox"/>

<b>Part 10: Character Referees</b> (Name 2 persons other than relatives, including one who is familiar with your academic/professional achievements)			
Name	Occupation/Organisation	Address & Contact No.	Years Known

<b>Part 11: Declaration</b>
I declare that all the information given by me in this application is true and correct. I understand that misrepresentation or omission of any material fact is cause for dismissal without notification.
<p style="text-align: center;">_____</p> <p style="text-align: center;">Signature of Applicant</p>
<p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p>

<sup>1</sup>By this, we refer only to a criminal record of a conviction under the Registration of Criminals Act.