



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

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

By the closing date stated in the advertisement /JobStreet.com or NHB Career Website (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:				NRIC/Citizenship No.:	
Postal Address:					
Home Tel No:		Office Tel No:		Mobile Phone No:	E-mail Address:
Country of Birth:		Nationality:		Citizenship:	

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

<p>QUALIFICATIONS Please attach certificates including GCE 'N', 'O', 'A' Level, Degree results if applicable.</p>
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<p>SCHOLARSHIPS/PRIZES/AWARDS</p> <p>a) State any scholarship you hold or have held, indicating type, duration, value and bond (if any)</p> <p>b) State any prizes or awards you have won, indicating the reasons for which they were awarded</p>	
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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)	Availability:	Reason for leaving:	

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
(a) Why are you interested to join NHB? (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)

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

Part 8: General Information	(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 ¹ 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	

¹ By this, we refer only to a criminal record of a conviction under the Registration of Criminals Act

Part 9: Character Referees (Name two persons other than relatives, including one who is familiar with your academic/professional achievements)			
Name	Occupation/Organisation	Address & Contact No.	Years Known

Part 10: How did you hear about this position? (Tick where appropriate)	
NHB Corporate website	<input type="checkbox"/>
Newspaper: Please state which publication: _____	<input type="checkbox"/>
Online Job Portals (VOG, Job Street, Jobs Central etc.) Please state which portal: _____	<input type="checkbox"/>
Career Fair. Please state which career fair: _____	<input type="checkbox"/>
Friend's Recommendation	<input type="checkbox"/>

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