

**PERSONAL PARTICULARS FORM**

1. APPLICATION					
Position applying for:			Department:		
Are you currently applying for/holding* a position in another department in <u>NUS</u> ? If yes, specify department/staff no. *: <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>					
2. PERSONAL PARTICULARS					
Full Name as in Passport/Identity Card ( <u>underline Family Name</u> ): Prof/Dr/Mr/Mrs/Ms*				Name in Chinese Character, if applicable:	
Home/Postal Address:			<input type="checkbox"/> Singapore Citizen NRIC/UID No.*: <input type="checkbox"/> Singapore Permanent Resident (SPR) (Attach a copy of Entry Permit) Date SPR granted: Date SPR expires: <input type="checkbox"/> Served National Service (Attach a copy of NS certificate) Date enlisted: Service type: SAF/SPF/SCDF* Date discharged: Highest rank attained:		
Contact Nos.			<input type="checkbox"/> Non-Singapore Citizen and Non-SPR Passport No.: Place of issue: Date of issue: Date of expiry:		
Handphone:		Home:		<input type="checkbox"/> Personalized Employment Pass (PEP) holder (Attach copies of PEP endorsement & card) PEP No.: Date of Issue: Date of expiry:	
Office:		Fax:		Date of Issue: Date of expiry:	
Email:			Date of Issue: Date of expiry:		
Nationality:			Date of Issue: Date of expiry:		
Date of birth:		Country of birth:		Date of Issue: Date of expiry:	
Ethnic group:		Religion:		Date of Issue: Date of expiry:	
Gender: Male/Female*		Marital status:		Date of Issue: Date of expiry:	
Name & address of present employer:			Present appointment: Date of present appointment: Present gross annual salary (specify currency): If appointed: <input type="checkbox"/> Resigning from present appointment <input type="checkbox"/> Taking leave from present appointment		
<ul style="list-style-type: none"> <li>• Have you received any award/scholarship that requires you to fulfill a service obligation? If yes, please specify period of service obligation &amp; organization that you served it out with. If you have not successfully completed your service obligation, please provide details in a separate sheet of paper. <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></li> <li>• Is your immediate family member presently working in the University? If yes, please state post &amp; department. Immediate family member includes a spouse, child, parent, sibling, parent-in-law or domestic partner. <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></li> </ul>					
3. FAMILY PARTICULARS					
	Full name	Date & place of birth	Nationality	Occupation	Address
Father					
Mother					
Spouse					
Child(ren)					

4. OTHER INFORMATION		
1.	Have you ever been convicted in a court of law in Singapore or in any other country (excluding parking offences)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	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)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Are you aware of being under any current police investigations in Singapore or in any other country?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	Have you ever been dismissed, discharged, terminated or suspended from employment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	Are you an undischarged/discharged bankrupt or have any bankruptcy proceedings started on you?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If your answer is "Yes" to any of the questions above, please state details below (use separate sheet if necessary)		
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5. DECLARATION		
<b>I declare that the particulars in this application are true to the best of my knowledge and belief, and I have not willfully suppressed any material fact.</b>		
Signature of applicant:		Date:

\* Delete as appropriate

## **PERSONAL DATA PROTECTION ACT**

### **NUS Personal Data Consent for Job Applicants**

The information you provide in your curriculum vitae will be used and processed by or on behalf of NUS for purposes related to your registration of interest in current or future employment with NUS and for the processing of your application for employment.

We will collect and use the personal data that you have supplied to facilitate the processing of your application for employment purposes. We will use personal information such as telephone number and or email address to contact you on job opportunities. Please note that the information you provide may be used by a third party to enable us to process your application. These third parties may be located outside of Singapore to carry out some of the processing and administrative functions for NUS and would be under duty of care to maintain the appropriate levels of security and confidentiality and only use the information as instructed by NUS.

The personal data held by NUS relating to the applicants will be kept strictly confidential. NUS may collect information through other sources for processing and evaluating your application for employment. If your application is successful, the information will be used in the administration of your employment. NUS may provide and/or transfer such data, whether in Singapore or outside of Singapore, to (i) any other departments within NUS or if necessary, with Government agencies; (ii) any third party service provider who provides administrative, data processing, computer or other services to NUS.

As part of assessing your suitability to work with NUS, we may use your information to conduct reference checks in accordance with NUS HR Policy. If necessary, NUS may provide your personal data to Ministries, public agencies, statutory boards or other similar organisations for evaluating your application.

If your application is unsuccessful, NUS may retain and use the information which you provided for 2 years from the receipt of your curriculum vitae to deal with any matter which may arise in connection with your application, for purposes of contacting you in connection with ongoing recruitment opportunities, as well as for data analysis and business purposes. If you do not wish to be considered for positions in NUS other than that you have applied for, please tick the following box:

I do not wish to be considered for positions other than that I have applied.

By giving your consent, you agree to your data being used in conjunction with the recruitment and employment purposes. In order to maximize your opportunities to work with NUS, you are encouraged to keep the information provided to us up to date at all times. You are responsible for ensuring that the personal data is correct and true. You also have the option to withdraw your consent anytime. If you wish to amend your personal data kept by NUS or withdraw your consent, please visit NUS Personal Data Service Request System at <https://myaces.nus.edu.sg/PSR>

If you have any queries, please email to: [NUSRecruit@nus.edu.sg](mailto:NUSRecruit@nus.edu.sg).

I have read and consent to the above.

\_\_\_\_\_ (signature)

Name :

Date :