**ROHEI Corporation Pte Ltd**

**Job Application Form**

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| **Position applied** | **:** |  |
| **Relevant years of experience** | **:** |  |

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| **PERSONAL PARTICULARS** | | | | | |
| **Family Name** | **:** |  | **Given Name (as per NRIC/Passport)** | **:** |  |
| **Home Address** | **:** |  | | | |
| **Email Address** | **:** |  | | | |
| **Languages Spoken** | **:** |  | **Contact No. (With country code)** | **:** |  |

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| **DETAILS OF CURRENT/LAST EMPLOYMENT** | | | | | | | | | |
| **Employer** | **:** |  | | | | **Designation** | **:** |  | |
| **Employment Period** | **:** | Start Date   /  /    (dd/mm/yyyy) | | | | End Date   /  /    (dd/mm/yyyy) | | | |
| **Present monthly salary** | **:** | S$ | | | | **Bonus** | **:** | S$ | |
| **Notice required (to end present employment)** | **:** |  | | | **Earliest Availability** | | **:** |  |  |
| **Reason(s) for leaving** | **:** |  | | | | | | | |
| **EXPECTED MONTHLY SALARY** | | | **:** | **S$** |  | | | | |

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| **EDUCATION** | | |
| Give full details in reverse chronological order (starting from the latest).  Give the exact name of the institution and title of qualification in the original language.  Do not include primary/secondary school if you have a university degree or equivalent. Include your current school. |  | |  |  |  |  | | --- | --- | --- | --- | | **Years** | **Institution**  **(name, place)** | **Qualification obtained** | **Main field(s) of study** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |
| Advanced Certificate in Training and Assessment **(ACTA)** and Certification Learning and Performance **(ACLP)** Certification | **:** | Advance Certificate in Training and Assessment (ACTA):  Full Certification ☐ In Progress ☐ No ☐  Advance Certificate in Learning and Performance (ACLP):  Full Certification ☐ In Progress ☐ No ☐ |
| Diploma in Adult and Continuing Education **(DACE)** | **:** | Yes ☐ In-Progress ☐ No ☐ |

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| **MEMBERSHIPS / PROFESSIONAL QUALIFICATIONS** | | |
| **Year** | **Institution/Organisation/Association** | **Details** |
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| **VOLUNTARY WORK/EXTRA CURRICULAR** | | | |
| **From Year** | **To Year** | **Institution/Organisation/Association** | **Details** |
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| **GENERAL QUESTIONS** |
| 1. How did you know about ROHEI and what would you look forward to working at ROHEI? |
| 2. Please share what has attracted you to apply for the position and how you could contribute to it. |
| 3. Please share with us your talents and giftings. |
| 4. What are the top two values that you embrace and please elaborate why they are valuable to you. |
| 5. How do you like to spend your weekends? |
| 6. Share with us a time where you were faced with a difficult situation and how you have managed to resolve it. |
| 7. How do you like to keep up with trends and industry knowledge? |
| 8. What are your personal life goals? |
| 9. Please provide a brief description of prior work experience related to the position you are applying for. |

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| **REFERENCE 1 (Please provide a reference who is previously your superior)** | | | | | |
| **Name** | **:** |  | **Years Known** | **:** |  |
| **Organization** | **:** |  | **Designation** | **:** |  |
| **Contact Number** | **:** |  | **E-mail Address** | **:** |  |

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| **REFERENCE 2 (Please provide a reference who is previously your HR)** | | | | | |
| **Name** | **:** |  | **Years Known** | **:** |  |
| **Organization** | **:** |  | **Designation** | **:** |  |
| **Contact Number** | **:** |  | **E-mail Address** | **:** |  |

By listing these references (work contacts preferred), you agree that we can contact them for verification purposes, where needed.

Your personal data will be collected and used by us for the following purposes only:

1. Assessing and evaluating your suitability for employment in any current or prospective position within the organisation
2. Verifying your identity and the accuracy of your personal details and other information provided
3. Retaining your personal data for 1 year from the date stipulated below

By signing below, you acknowledge that you have read, understood and agreed to the above policy, and consent to the collection and use of your personal data by us for the purposes set out above.

Name :

Signature :

Date :

For more information, please visit http://web.rohei.com/privacy-policy. If you have any concerns, you may send them to dpo@rohei.com.