



Immigration & Checkpoints Authority

APPLICATION FORM FOR TEMPORARY CUSTOMER SERVICE/ADMINISTRATIVE ASSISTANT

INSTRUCTIONS ON COMPLETING APPLICATION FORM

- 1 Ensure that the application form is duly completed. Incomplete or illegible application will not be considered.
- 2 Please attach photocopies of the following documents with your application:
 - (a) Identity Card (Front & Back)
 - (b) Certificates of academic qualifications (eg. GCE 'A'/'O'/'N' level certificates)
 - (c) NS Certificate of Service (for male applicants only)
 - (d) NS Service Transcript (for male applicants only)

Application without the above documents will be deemed as incomplete and will not be considered for the position. Please do not forward the originals, as these will only be required if you are subsequently selected for employment. If your original documents have been lost or mislaid, please obtain authenticated duplicates or certified true copies from the issuing authorities.

- 3 Please return the completed application form to the following address:

Human Resource Management Branch, Manpower Division
Immigration & Checkpoints Authority
ICA Building (*next to Lavender MRT station*)
10 Kallang Road #08-00
Singapore 208718

- 4 The temporary employment will be based on an hourly basis and can be terminated by either party, by giving 24 hours' notice without any reason assigned.
- 5 **Only shortlisted applicants will be notified.** ICA does not enter into correspondence regarding the reasons for the selection of candidates.

Any false particulars given or wilful suppression of material facts by applicants will disqualify them from employment.



Immigration & Checkpoints Authority

APPLICATION FORM (Temporary Position)

Period Available for Employment: _____

(A) PERSONAL PARTICULARS

Full Name (Underline Surname): _____	Telephone No: _____ (Mobile) _____ (Office) _____ (Home)
ID Type: *NRIC(Pink)/NRIC(Blue)/Passport	
ID No: _____ Date of Birth: _____	Email Address: _____
Present Citizenship: <input type="checkbox"/> Singapore <input type="checkbox"/> Others (please specify): Country: _____ Held since: _____	Highest Academic Qualification: _____ Year Attained: _____
Previous Citizenship (if any): _____	Last / Current Employer: _____ _____
Permanent Residence (if any): <input type="checkbox"/> Singapore <input type="checkbox"/> Others (please specify): Country: _____ Held since: _____	

(B) EDUCATIONAL QUALIFICATIONS

Name of School/College/Polytechnic Attended	Duration of Course		Highest Academic Qualifications Attained
	From (date)	To (date)	

(C) EXAMINATION RESULTS

- Please attach 'O', 'A' Level &/Or Diploma certificates or results slips

(D) NATIONAL SERVICE (FOR MALE SINGAPORE CITIZENS ONLY)

- Please attach NS Certificate

(E) PREVIOUS & PRESENT EMPLOYMENT IN CHRONOLOGICAL ORDER

From (date)	To (date)	Designation	Company Name & Address	Nature of Job	Mthly/Hrly pay

* Delete as appropriate

(F) PARTICULARS OF PARENTS & SPOUSE

Name	Relationship	NRIC No.	Citizenship	Occupation	Employer
Address:					
Address:					
Address:					

(G) DECLARATION

		Yes	No
1.	Have you suffered, or are suffering from any medical condition, illness, disease, mental illness, substance dependence ¹ or physical impairment?		
2.	a) Do you have a criminal record ² in Singapore? b) Have you been convicted in a court of law in any other country (excluding parking offences or criminal records disclosed above)?		
3.	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)?		
4.	Are you aware of being under any current police investigations in Singapore or in any other country following allegations made against you?		
5.	Have you been or are you under any financial embarrassment i.e. (a) an undercharged bankrupt, (b) a judgement debtor, (c) have unsecured debts and liabilities of more than 3 months of last-drawn pay, (d) have signed a promissory note or an acknowledgement of indebtedness?		
6.	Do you have intention to apply for foreign citizenship/permanent residence within the next one year?		
7.	Have you been in the employment of the Singapore Civil Service before? If yes, please complete Qns 8 and 9.		
8.	Which Ministry/Department were you last with before you left the Singapore Civil Service? _____		
9.	Why did you leave the employment of the Singapore Civil Service? a) Normal resignation b) Resignation under Special Resignation Scheme c) Resignation under Special Gratuity Scheme d) Retirement (on reaching statutory retirement age) e) Retirement (early/optional retirement) f) Dismissal, discharge or termination of service g) Other grounds (please specify) _____		
10.	Have you broken any bond, left an employer without serving your period of moral obligatory service or are currently serving any bond or moral obligatory service (e.g. bonds associated with scholarships or obligatory service related to training awards or no-pay leave, etc)?		

If your answer was "Yes" to any of the questions in Section G above, please give details below:

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- (1) I give my consent for the relevant Government authorities to obtain and verify information from or with any source, as you deem appropriate for the assessment of my application for employment.
- (2) I declare that all information given by me in this application for employment and any sheets attached hereto are true to the best of my knowledge and I have not wilfully suppressed any material fact. I accept that if any of the information given by me is in any way false or incorrect, my application may be rejected, any offer of employment may be withdrawn or my employment with the Civil Service may be terminated summarily or I may be dismissed from the Civil Service.

Signature of Applicant

Date

¹ Dependence on alcohol, drugs, etc, excluding prescription by a certified medical professional.

² By this, we refer only to a criminal record of a conviction under the [Registration of Criminals Act](#).

(H) HOW DO YOU KNOW ABOUT THE JOB VACANCY?

(Select all that apply)

Recommended by staff

Name: _____

NRIC: _____

Contact No: _____

Job Portal

Careers@Gov

Brightminds

JobCentral

JobsDB

Jobstreet

STJobs

Others (*Please specify*): _____

Internet / Social Media

ICA website

Facebook

Twitter

Other websites (*Please specify*): _____

Newspaper Advertisement

The Straits Times

The New Paper

TODAY

Others (*Please specify*): _____

Career Fair / Walk-in Interview

Venue of career fair / walk-in interview: _____

Career Guide / Magazines

School Career Office / Emailer

Job Preview at checkpoint

MRT

Television

Radio

Others (*Please specify*): _____