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**Application Form (Research Staff Positions)**

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| This form may take you 15 minutes to complete. | |
| You will need the following information to complete the form: | |
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| • | Your identity card number (applicable for Singapore/Malaysia Citizens and SPR) |
|  |  |
| • | Your UIN number and date of issue (applicable for SPR) |
|  |  |
| • | Your FIN number and date of issue (applicable for Non-Singapore Citizens/Residents) |
|  |  |
| • | Your family members’ personal details |
|  |  |
| • | Your educational records and qualifications and date obtained |
|  |  |
| • | Your employment records including your last drawn gross monthly salary |
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|  | Recent photograph of  applicant |

**Application Form (Research Staff Positions)**

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| Please submit your completed form with full curriculum vitae to: HR (Research & MSO), Nanyang Technological University 42 Nanyang Avenue, Student Services Centre Level 5, S639815 | | | | | | | | | | | | | | | | | |
| 1. **GENERAL INFORMATION** | | | | | | | | | | | | | | | | | |
| Position applying / considered for : | | | | | | School/Centre: | | | | | | | | | Please state earliest date to commence work : | | |
| Please indicate where you came to know about the position being applied for: | | | | | | | | | | | | | | | | | |
| Advertisement in Newspapers / Journals / Others.  Name of publication : | | | | | | | Personal Contacts | | | | | NTU Website. | | | | Others. Please specify : | |
| Are you currently applying for a position in another School in NTU?  No  Yes, please specify School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | |
| 2. **PERSONAL PARTICULARS** | | | | | | | | | | | | | | | | | |
| **Full Name as in Passport / Identity Card *(underline Family Name)* :**    **Preferred Name1:** | | | | | | | | | Name in Chinese characters, if applicable : | | | | | | | | | |
| Home / Postal Address : | | | | | | | | | Date of Birth :*(dd/mm/yy)* | | | | | | | | Ethnic Group : | |
|  | | | | | | | | | Country of Birth : | | | | | | | | Nationality : | |
|  | | | | | | | | | Gender :  M  F | | | | Marital Status :  Single  Married  Widowed  Divorced | | | | | |
| Office Tel No: | | | | Home : | | | | | Handphone : | | | | | E-mail Address : | | | |
| **For Singapore Citizen**:  **Identity Card No.** : | | **For Singapore Permanent Resident (Please attach a copy of Entry permit)** :  **UIN** :  **Date of SPR issued** :(dd/mm/yy) | | | | | | | **Foreigner**: Type of Singapore Immigration Pass you are currently holding:  Employment Pass Student Pass  Long |term Social Visit Pass  Short TermSocial Visit Pass Dependant’s Pass  **FIN Number** :       **Date of Expiry** : (dd/mm/yy)  **Passport No.** :       **Date of Expiry** : (dd/mm/yy) | | | | | | | | | |
| **Full-time national service records :** (If male Singapore Citizen or Permanent Resident of Singapore, please attach a copy of the Certificate of Conduct/Service)  ­Have you been exempted from full-time National Service? **Yes/No** (If **yes**, please attach a copy of the exemption notice) | | | | | | | | | | | | | | | | | |
| **Countries in which you have resided during the past 5 years :** | | | | | | | | | | | | | | | | | |
| From (dd/mm/yy) | | | | | To (dd/mm/yy) | | | | | Address | | | | | | | |
|  | | | | |  | | | | |  | | | | | | | |
| 3. **FAMILY BACKGROUND** | | | | | | | | | | | | | | | | | |
|  | **Full Name** | | **Date(dd/mm/yy) & Place of Birth** | | | | | **Nationality** | | | **Occupation / Employer** | | | | **Present Address** | | |
| **Father** |  | |  | | | | |  | | |  | | | |  | | |
| **Mother** |  | |  | | | | |  | | |  | | | |  | | |
| **Spouse** |  | |  | | | | |  | | |  | | | |  | | |
| **Child(ren)** |  | |  | | | | |  | | |  | | | |  | | |

1Research staff may request that their "Preferred Names" be different from their legal names of record. The "Preferred Name" is used for services such as

email, display in directories, etc. NTU reserves the right to deny any preferred name that is deemed inappropriate.

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| 4. **EDUCATION** (List institutions / universities attended. Please attach relevant copies of certificates / transcripts.) | | | | | | | | | | | | | | |
| From | | | To | | | Schools / Institutions / Universities attended | | | | | Qualifications Obtained  (e.g. Honours Degree) | | | |
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| **Languages** (Please state languages and proficiency level i.e. excellent, good, fair, poor) | | | | | | | | | | | | | | |
| Written : | | | | | | | | Spoken : | | | | | | |
| 5. **EMPLOYMENT HISTORY (**Please list in chronological order & provide documentary evidence wherever applicable) | | | | | | | | | | | | | | |
| Dates | | | | Position held | | | Organisation’s / Employer’s  Name and Address | | | Last Drawn Basic Monthly Salary | | | Reason for Leaving  Service | |
| From | | To | |
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| 6. **CHARACTER REFEREES**  (Name 3 persons who are not your relatives) | | | | | | | | | | | | | | |
| Name | | | | | Occupation | | | Years known | Address / Tel Contact / Email Address | | | | | |
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| 7**. OTHER INFORMATION** | | | | | | | | | | | | | | |
| **Please answer the following questions. If the answer is 'Yes' to any of the items below, please give details on a separate sheet of paper.** | | | | | | | | | | | | | | |
| a | Have you any criminal record? | | | | | | | | | | | Yes  Yes  Yes  Yes | | No  No  No  No |
| b | Have you ever been dismissed, discharged or suspended from employment? | | | | | | | | | | |
| c | Have you ever had, or are you suffering from any: | | | | | | | | | | |
|  | - physical impairment? | | | | | | | | | | |
|  | - disease? | | | | | | | | | | |
|  | - mental illness? | | | | | | | | | | | Yes | | No |
| d | Are you currently serving a bond or a moral obligatory service? | | | | | | | | | | | Yes  Yes  Yes | | No  No  No |
| e  f | Are you currently covered under the Civil Servants / Pensioners medical schemes?  Do you have any relative or friend presently working in the University?  If yes, please state his/her name, relationship and department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | |

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| 8**. PRIVACY STATEMENT** | | | |
| Thank you for your interest in a career with Nanyang Technological University. Please read this Personal Data Privacy Statement carefully so that you know and understand the purposes for which we collect, use and disclose your personal data.  NTU may collect, use, disclose and process your personal data for one or more of the following purpose.  a. Facilitate the processing of your application for employment  b. Contacting you or communicating with you  c. Carry out due diligence or other screening activities (including reference checks) in accordance with legal or regulatory obligations or risk  management procedures that may be required by law or put in place by us.  d. Administer the employment relationship (if your application is successful)  e. Data analysis & reporting  f. Retain and use the information which you provided in this application form for 5 years from the submission date to address any matter which  may arise in relation to your application, or to contact you in connection with other employment opportunities.  (Collectively “the Purposes”)  NTU may also collect information through other sources for processing and evaluating your application for employment.  NTU may need to disclose your personal data to third parties, whether located within or outside Singapore, which are engaged by us to process your personal data for one or more of the above Purposes. In this regard, we will maintain the appropriate levels of security and confidentiality.  By submitting your application form, you consent to the terms stated in this Personal Data Privacy Statement. | | | |
| 9**. DECLARATION** | | | |
| **I declare that all the particulars given in this application are true to the best of my knowledge and belief, and I have not wilfully suppressed any material fact.** | | | |
| DATE : (dd/mm/yy) |  | SIGNATURE : |  |
| **Note: False particulars or suppression of material facts will render you liable to disqualification and if appointed, to dismissal** | | | |