

This Application Form is available free-of-charge

It will take around 15-30 minutes to complete the Application Form and will require information pertaining to your academic qualification and working experience.

For Singaporeans & SPRs, please return the forms to:
Recruitment Unit (6th Floor)
Ministry of Education
1 North Buona Vista Drive, Singapore 138675

For all other Nationalities, please return the forms to:
Foreign Recruitment Unit (6th Floor)
Ministry of Education
1 North Buona Vista Drive, Singapore 138675

SINGAPORE CIVIL SERVICE

APPLICATION FOR APPOINTMENT AS TEACHER (ONLY FOR THOSE WITH TEACHER-TRAINING QUALIFICATION)

Instructions

Please complete the application form with the instructions provided:

- 1 **TWO** copies of the Application Form must be completed and returned.
- 2 **TWO PHOTOCOPIES** each of the following **must accompany the applications**:
 - a) **academic qualifications** (including degree scrolls)
 - b) **transcripts/mark sheets of each year's results**
 - c) **testimonials/documentary proof of working experience(s)** (to include start and end date of employment)
 - d) **NRIC** (for Singaporeans or Singapore Permanent Residents)
 - e) **copy of passport** (for foreigners)
 - f) **marriage certificate**
 - g) **birth certificate**
- 3 For foreign qualifications, **DETAILED DESCRIPTIONS** of the course taken must be submitted. If documents submitted are in other languages, a notarised English translation must accompany the original text.
- 4 For **foreign** (non-SPRs) applications, please attach a copy of your last drawn pay slip.
- 4 If you have previously resigned from the Singapore Education Service, you should attach a covering letter stating your:
 - (i) Reason(s) for resignation
 - (ii) Reason(s) for wanting to re-join the Singapore Education Service
- 5 False particulars or wilful suppression of material facts will render you liable to disqualification, or if appointed, to dismissal, and/or appropriate legal proceeding.
- 6 Please inform the Ministry promptly if you decide not to proceed with the application. The Ministry should also be updated of any changes in your particulars.
- 7 Receipt of the application will be acknowledged
- 8 **THE MINISTRY DOES NOT DISCLOSE REASONS FOR SELECTION/
NON-SELECTION OF CANDIDATES.**

NOTE

All incomplete application forms will not be processed. Please ensure that you have submitted ALL the required documents.

DETAILED RESULTS OF GCE 'O' LEVEL OR EQUIVALENT EXAMINATION

Year	Subjects	Grade/ Marks	Medium of Instruction (English/Malay Chinese/Tamil)

2nd Attempt (if applicable)

Year	Subjects	Grade/ Marks	Medium of Instruction (English/Malay Chinese/Tamil)

DETAILED RESULTS OF GCE 'A' LEVEL OR EQUIVALENT EXAMINATION

Year	Subjects	Grade/ Marks	Medium of Instruction (English/Malay Chinese/Tamil)

2nd Attempt (if applicable)

Year	Subjects	Grade/ Marks	Medium of Instruction (English/Malay Chinese/Tamil)

DETAILS OF POLYTECHNIC DIPLOMA OR EQUIVALENT (if applicable)

1. Name of Institution graduated from: _____
2. Country of Institution: _____
3. Qualification obtained (Exact Title): _____
4. Date Commenced: _____
(DD/MM/YY)
5. Date Obtained: _____
(DD/MM/YY)
6. Awaiting Results: * Yes / No
7. *Full-Time / Part- Time
8. Distance Learning: * Yes / No

DETAILS OF BACHELOR DEGREE OR EQUIVALENT (if applicable)

1. Name of Institution graduated from: _____
2. Country of Institution: _____
3. Qualification obtained (Exact Title): _____
4. Date Commenced: _____
(DD/MM/YY)
5. Date Obtained: _____
(DD/MM/YY)
6. Awaiting Results: * Yes / No
7. *Full-Time / Part- Time
8. Distance Learning: * Yes / No
9. Language of instruction for qualification: _____
10. Major Subject (s) : _____ Minor Subject (s) : _____

**DETAILS OF POSTGRADUATE QUALIFICATIONS (if applicable)
(eg. Postgraduate Diploma, Master, Ph D etc)**

1. Name of Institution graduated from: _____
2. Country of Institution: _____
3. Distance Learning: * Yes / No
4. Qualification obtained (Exact Title): _____
5. Date Commenced: _____
(DD/MM/YY)
6. Date Obtained: _____
(DD/MM/YY)
7. Awaiting Results: * Yes / No
8. *Full-Time / Part- Time
9. Language of instruction for qualification: _____
10. Major Subject (s) : _____ Minor Subject (s) : _____
11. Title of Dissertation / Thesis / Academic Exercise:

DETAILS OF TEACHER TRAINING QUALIFICATIONS
(Applicable only if basic degree is not a teaching qualification)

1. Name of Institution graduated from: _____
2. Country of Institution: _____
3. Qualification obtained (Exact Title): _____
4. Date Commenced: _____ 5. Date Obtained: _____
 (DD/MM/YY) (DD/MM/YY)
6. Awaiting Results: * Yes / No 7. *Full-Time / Part- Time
8. Distance Learning: * Yes / No
9. Language of instruction for qualification: _____
10. Subject (s) trained to teach: _____
11. Level (s) trained to teach: _____

Detailed results of ALL examinations must be submitted together with application
** Delete where inapplicable*

DETAILS OF PREVIOUS AND PRESENT EMPLOYMENT (In Chronological Order)

Date of Employment		Nature of Employment		Posts Held (Important : For teaching experience, please indicate subject and levels taught)
From (mm/yy)	To (mm/yy)	Names and Address of School/Employer	Full Time/ Part- Time	

PLEASE ANSWER THE FOLLOWING QUESTIONS BY DELETING “YES” OR “NO” AS APPROPRIATE. FOR ANY “YES” ANSWERS, PLEASE PROVIDE DOCUMENTARY EVIDENCE

1.	Have you ever suffered or are you suffering from any physical impairment, disease or mental/nervous disorders or have been referred for psychiatric treatment for anxiety, depression, stress, eating disorder etc?	*Yes / No
2a.	Do you have a criminal record ¹ in Singapore?	*Yes/No
b.	Have you ever been convicted in a court of law in any other country (excluding parking offences or criminal records disclosed above)?	*Yes/No
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)?	*Yes / No
4.	Are you aware of being charged with any current police investigations in Singapore or in any other country following allegations made against you?	*Yes / No
5.	Have you been or are you under any financial embarrassment i.e. (a) an undischarged 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?	*Yes / No
6.	Have you been in the employment of the Singapore Civil Service before? If yes, please complete Question 7 and 8 below.	*Yes / No
7.	Which Ministry/Department were you last with before you left the Singapore Civil Service? _____	
8.	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 (optional retirement, early retirement under Section 7(2)(H) of the Pensions Act) e) Retirement (on reaching normal retirement age) f) Dismissal, discharge or termination of service g) Retirement under Section 7(2)(I) of the Pensions Act h) Other grounds (please specify) _____	_____
9.	Have you ever broken any bond (e.g. bonds associated with scholarships or training awards)?	*Yes / No
10.	Did you ever leave an employer without serving out your period of moral obligatory service (e.g. resulting from no-pay leave taken or training)?	*Yes / No

**Delete where inapplicable.*

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

