

01 | THE INTERVIEW

You may expect to spend up to 2 hours at MOE on the day of interview. You will be required to complete the following:

a. Written Task

Write a response to a scenario which will be given when you arrive. You will be required to write in English if you have been shortlisted for an English-medium subject. If you have been shortlisted for teaching Chinese Language, Malay Language or Tamil Language, please use the appropriate language. Although there is no limit on the number of words, the essay should not exceed a page. You have 20 minutes to complete this task. You should refrain from referring to additional resources (e.g. dictionary, Google, friends) or writing in point form when completing this task.

b. Presentation Task

Before the start of the interview proper, you will be asked to give a 5-minute lesson presentation on your first teaching subject, pitched at the level you have been shortlisted for. Do prepare for the presentation beforehand. The interview panel will play the part of students. A whiteboard and markers are available for your use; you may also prepare your own simple teaching aids if you wish to do so. Do note that IT support (e.g. laptop, projector) will not be provided.

You are to present in English if you have been shortlisted for an English-medium subject, and in the appropriate Mother Tongue Language if you have been shortlisted to teach in the Chinese, Malay or Tamil-medium. If you have been shortlisted to teach English Language (Pri), you may choose to present on either the first or second teaching subject.

Please refer to the subject syllabuses at <http://www.moe.gov.sg/education/syllabuses/> for possible topics to present on.

c. Meet the panel

The panel typically comprises senior educators and a HR representative.

02 | INTERVIEW CHECKLIST

This checklist will assist in your preparation for the interview. Please do the following:

1. Print and complete this checklist (pages 2 and 3) before coming to the interview.
2. Bring both the originals and photocopies of the documents listed in the checklist.
3. Arrange your documents (originals and photocopies) in the order listed in the checklist.

Your documents will be checked at the interview. Please note that the outcome of your application may be delayed if you fail to produce any of the relevant documents at the interview.

Salutation: Mr / Miss / Mrs / Mdm / Dr			Completed Annex A: Yes/No			
Applicant Name: _____			NRIC: _____			
Presentation Topic & Level (e.g Grammar for P1): _____						
No.	Document	For Applicant's Use			For HR's Use	
		Original	Photocopy	NA	Original	Photocopy
1.	Document Checklist	<input type="checkbox"/>	-	-	<input type="checkbox"/>	-
2.	NRIC ¹	<input type="checkbox"/>	-	-	<input type="checkbox"/>	-
3.	Citizenship Certificate (<i>applicable to new citizens</i>) ^{1 2}	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Entry Permit (<i>applicable to Singapore Permanent Residents only</i>) ²	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Work Pass/Work Permit/ Student Pass (<i>applicable to foreigners only</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Passport and copies of pages of passport with name / particulars and expiry date of passport (<i>applicable to foreigners only</i>)	<input type="checkbox"/>	-	-	<input type="checkbox"/>	-
7.	Deed Poll	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Marriage Certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	NS Service Transcript ²	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Diploma Transcript/Results ³	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Diploma Scroll ³	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Bachelor Degree Transcript/Results ³	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Bachelor Degree Scroll ³	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Postgraduate Degree Transcript/Results ³	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Postgraduate Degree Scroll ³	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

¹ If misplaced, please bring the police report made to report the loss.

² Refer to the samples attached for examples of the required documentary evidence.

³ If your transcript/scroll is not in English, you must provide a copy which has been translated into English, along with the official version in its original language. The translation must be certified, i.e. signed and stamped by your institution or an official translator. If you do not have your official transcripts/scroll, please bring your latest interim result slips.

No.	Document	For Applicant's Use			For HR's Use	
		Original	Photocopy	NA	Original	Photocopy
16.	Documentary evidence of past and current work experience ^{2 4} (excluding temporary jobs): a) CPF Yearly Statement of Account/CPF Statement of Account of all your full-time employment OR b) Certificate of Service/Letter of Employment from your current and previous employer(s) stipulating clearly the commencement and end date of your employment in the same letter, showing any break in employment OR c) (Only for those who have been self-employed) Yearly Notice of Assessment from IRAS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	Art, Music or CCA Certificates/Testimonials to support your application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	Art Portfolio (compulsory for applicants shortlisted to teach Art. As the art portfolio is essential in the assessment of your suitability for teaching Art, the interview can only take place if you bring your portfolio.) Please note the following in the preparation of your portfolio: a) Portfolio can comprise a mixture of completed artworks, works-in-progress and sketches/sketchbooks. b) Artworks to be from a range of mediums (e.g. drawing, painting, 3D and/or digital works) c) Dates/ Years to be included when the artworks were made d) Details of participation in art-related events or training to be provided, if any (e.g. short courses, art exhibitions) You may choose to present your work in digital format. Do note that there will not be projection facilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-

⁴ Important: These documents are required for salary computation. Salary increments may be granted for full-time past working experience, subject to your submission of complete supporting documents and other criteria as may be determined by the Government in its sole discretion. Refer to the attached samples of the required documentary evidence. Instructions on how to retrieve CPF Statements are also provided.

For HR's Use:

Additional request for documents form triggered? No Yes; return date: _____

Checked By: _____

Date: _____

03 | AFTER THE INTERVIEW

- a. You will receive an update of your application status 4-5 weeks after the interview. If you are assessed as suitable for teaching at the interview and meet all the eligibility requirements (e.g. passed the relevant proficiency tests as required by the Ministry), your application will be considered in competition with the other candidates shortlisted for employment.
- b. If your application is successful, the starting date of your employment is likely to be 19 December 2019 or 10 February 2020. If you are due to start on 19 December 2019 or 10 February 2020, you should receive the "Possible Offer of Appointment to the Education Service" by 7 November 2019 or 3 January 2020 respectively.

Please note that the starting date is at the Ministry's discretion and may be subject to change and application processing timeline.

- c. The assignment of teaching subject assignment takes into account a number of factors, including your experience, qualifications and our organisational requirements. If you are found suitable for employment as an untrained contract teacher, you will not be able to change the teaching subject(s) and level you have been assigned, unless there are changes in organisational needs.
- d. If you accept the offer, you will be deployed to a school for your untrained teaching stint. In general, untrained teaching stints range from 4 months to a year. You will be assessed on your suitability for teaching by the school throughout the stint. Your admission into NIE is subject to your good performance, the school's assessment of your suitability for teaching as well as course availability in NIE at that point in time.
- e. For information on your salary and benefits, please refer to www.moe.gov.sg/careers/teach/salary-benefits.
- f. For in-service Allied Educators (AED)
AED selected for conversion to the Education Service are posted to a different school for the untrained teaching stint.

Sample – Citizenship Certificate

REPUBLIC OF SINGAPORE
CERTIFICATE OF SINGAPORE CITIZENSHIP

This is to certify that

XXX XXXX XXXX

*whose personal particulars appear hereunder
is a citizen of Singapore by Registration
under Article 123(1) of the Constitution of the Republic of Singapore.*


Citizenship Certificate No. SXXXXXXXXA



Birth Certificate No: -
Country of Birth : XXXXX
Date of Birth : DD/MM/YYYY
NRIC No. : SXXXXXXXXA

Dated this XX day of Month YYYY

Sample – Entry Permit

<p>FORM 5A Regulation 4(5) and (5A)</p> <p>IMMIGRATION ACT (Chapter 133)</p> <p>ENTRY PERMIT</p> <p>IMMIGRATION REGULATIONS</p> <p>This Permit –</p> <p>(i) is not a travel document and will not be accepted as such;</p> <p>(ii) permits the holder thereof to enter and reside in Singapore, provided that the holder at the time of his entry is in possession of a valid passport or any other travel document and if an alien, a valid visa where such visa is required;</p> <p>(iii) is valid for entry up to</p> <p>(iv) shall be produced to the Immigration Officer on arrival; and</p> <p>(v) may be cancelled if the holder –</p> <p>(a) is held by a court or other competent authority to have contravened any law; or</p> <p>(b) in the opinion of the Controller of Immigration, has behaved or is behaving in an undesirable manner (including but not limited to behaviour that is contrary to national or public interests, threatens a breach of peace, or is prejudicial to public order or public welfare).</p> <p>Issued at Singapore this day of</p>  <p>for Controller of Immigration, Singapore.</p> <p><small>This is a system-generated document. No signature is required.</small></p>	<p>Entry Permit No.:</p> <p>File Ref: (1)</p> <p>Description of holder:</p> <p>Photograph</p> <p>UN:</p> <p>Name:</p> <p>Alias:</p> <p>Date of Birth:</p> <p>Sex:</p> <p>Nationality:</p> <p>Passport/Travel Document</p> <p>Type:</p> <p>Number:</p> <p>Date of Expiry:</p> <p>Important Notes</p> <ol style="list-style-type: none"> This document does not establish the nationality or citizenship of the holder. A permanent resident requires a Re-entry Permit if he/she wishes to travel out of Singapore. A valid Re-entry Permit enables him/her to return to Singapore as a permanent resident. NS-liable males are required to fulfil their obligations under the Enlistment Act (Cap. 53) and/or any other legislation relating to national service for the time being in force in Singapore.
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Document header must indicate "Entry Permit".

Do not submit your re-entry permit.

Sample – NS Service Transcript

SERVICE TRANSCRIPT

PART I PERSONAL PARTICULARS

Rank/Name: 3SG William Tan	NRIC: 51234567A
Type of Service: Full-Time National Service	Length of Service: 2 YEAR(S)
Vocation: SUPPLY SUPERVISOR	
Reason for Release: COMPLETED FULL-TIME NS	Date of Release: 31.12.2014

PART II MILESTONES AND ACHIEVEMENTS

Courses Attended

Course	Grade
FIRST AID	PASS
BASIC MILITARY TRAINING	ATTD

Medals, Clasps, Decorations, Distinctions and Awards

NIL

Appointment

NO APPOINTMENT, NON-ESTAB, HQ CBRE DG 04.04.2012 TO 31.12.2014
 NO APPT#, T SUP&TPT CENTRE 23.03.2012 TO 03.04.2012
 NO APPT#, T BMTC SCH 2 03.01.2012 TO 22.03.2012

Achievements

NIL

PART III RELEVANT QUALITIES AND COMPETENCIES

3SG William Tan has proven himself to be a reliable worker when handling his duties. He has also been a good superior and friends to his peers, always helping and assisting them in times of trouble or needs. 3SG William Tan has a good working attitude, showing maturity and initiative when accomplishing tasks, thus allowing himself to complete his duties without external supervision. HQ wishes him all the best in his future endeavours.

Overall Assessment

Performance VERY GOOD

Conduct VERY GOOD

PART IV COMMANDING OFFICER'S ENDORSEMENT

Signature *George Ong*

Rank/Name LTC George Ong

Appointment/Unit COMD, HQ CBRE DG

Sample – Certificate of Service



CERTIFICATE OF SERVICE

Name of Employee:	Mr William Tan	→	Name must be indicated.
NRIC No:	S1234567A		
Position Last Held:	HR Executive		
Department Served:	Human Resource Department		
Period of Service:	01 May 2015 to 30 June 2016	→	Start and End dates must be clearly indicated.
Work Performance:	Outstanding		
Conduct:	Outstanding		
Reason for Leaving:	Resignation		
Remarks: William has contributed much to the growth and development of the department. I am fully confident he will be an asset to any organisation.			

P.Heng
Ms Paula Heng
Assistant Director
Human Resource Department

Sample – CPF Statement A (Yearly Statement of Account)

Mr William Tan (CPF Account number: S1234567A)

My Statement – Yearly Statement of Account →

For Jan 2025 – Dec 2026 →

Header should state
"Yearly Statement of
Account"

All full-time employment
CPF contribution should
be indicated.

Transaction Date	Code	For Mth/ Year of	Ref	Ordinary Account (OA) \$	Special Account (SA) \$	Medisave Account (MA) \$
XX JAN	CON	DEC2025	A	XXX.XX	XXX.XX	XXX.XX
XX FEB	CON	JAN2026	A	XXX.XX	XXX.XX	XXX.XX
XX MAR	CON	FEB2026	A	XXX.XX	XXX.XX	XXX.XX
XX APR	CON	MAR2026	A	XXX.XX	XXX.XX	XXX.XX
XX MAY	CON	APR2026	A	XXX.XX	XXX.XX	XXX.XX
XX JUN	CON	MAY2026	A	XXX.XX	XXX.XX	XXX.XX
XX JUL	CON	JUN2026	A	XXX.XX	XXX.XX	XXX.XX
XX AUG	CON	JUL2026	A	XXX.XX	XXX.XX	XXX.XX
XX SEP	CON	AUG2026	A	XXX.XX	XXX.XX	XXX.XX
XX OCT	CON	SEP2026	A	XXX.XX	XXX.XX	XXX.XX
XX NOV	CON	OCT2026	A	XXX.XX	XXX.XX	XXX.XX
XX DEC	CON	NOV2026	A	XXX.XX	XXX.XX	XXX.XX

Ref A : XXX P/L

Please refer to My Messages for the latest messages from CPF board.
The information indicated on the statement is status as at 31 Dec 2026.

Sample – CPF Statement A (Yearly Statement of Account)

Mr William Tan (CPF Account number: S1234567A)

My Statement – Yearly Statement of Account →

For Jan 2026 – Dec 2027 →

Header should state
 “Yearly Statement of
 Account”

All full-time employment
 CPF contribution should
 be indicated.

Transaction Date	Code	For Mth/ Year of	Ref	Ordinary Account (OA) \$	Special Account (SA) \$	Medisave Account (MA) \$
XX JAN	CON	DEC2026	A	XXX.XX	XXX.XX	XXX.XX
XX FEB	CON	JAN2027	A	XXX.XX	XXX.XX	XXX.XX
XX MAR	CON	FEB2027	A	XXX.XX	XXX.XX	XXX.XX
XX APR	CON	MAR2027	A	XXX.XX	XXX.XX	XXX.XX
XX MAY	CON	APR2027	A	XXX.XX	XXX.XX	XXX.XX
XX JUN	CON	MAY2027	A	XXX.XX	XXX.XX	XXX.XX
XX JUL	CON	JUN2027	A	XXX.XX	XXX.XX	XXX.XX
XX AUG	CON	JUL2027	A	XXX.XX	XXX.XX	XXX.XX
XX SEP	CON	AUG2027	A	XXX.XX	XXX.XX	XXX.XX
XX OCT	CON	SEP2027	A	XXX.XX	XXX.XX	XXX.XX
XX NOV	CON	OCT2027	A	XXX.XX	XXX.XX	XXX.XX
XX DEC	CON	NOV2027	A	XXX.XX	XXX.XX	XXX.XX

Ref A : XXX P/L

Please refer to My Messages for the latest messages from CPF board.
 The information indicated on the statement is status as at 31 Dec 2027.

Sample – CPF Statement B (Statement of Account)

CPF Statement of Account

Statement period : Jan to Dec 2028
 Name : William Tan
 Account No. : S1234567A

Header should state
 "CPF Statement of
 Account"

All full-time employment
 CPF contribution should
 be indicated.

YOUR TRANSACTIONS							
DATE	CODE	FOR MTH/YR OF	REF	ORDINARY ACCOUNT (OA) \$	SPECIAL ACCOUNT (SA) \$	MEDISAVE ACCOUNT (MA) \$	
XX	JAN	CON	DEC 2027	A	XXX.XX	XXX.XX	XXX.XX
XX	FEB	CON	JAN 2028	A	XXX.XX	XXX.XX	XXX.XX
XX	MAR	CON	FEB 2028	A	XXX.XX	XXX.XX	XXX.XX
XX	APR	CON	MAR 2028	A	XXX.XX	XXX.XX	XXX.XX
XX	MAY	CON	APR 2028	A	XXX.XX	XXX.XX	XXX.XX
XX	JUN	CON	MAY 2028	A	XXX.XX	XXX.XX	XXX.XX
XX	JUL	CON	JUN 2028	A	XXX.XX	XXX.XX	XXX.XX
XX	AUG	CON	JUL 2028	A	XXX.XX	XXX.XX	XXX.XX
XX	SEP	CON	AUG 2028	A	XXX.XX	XXX.XX	XXX.XX
XX	OCT	CON	SEP 2028	A	XXX.XX	XXX.XX	XXX.XX
XX	NOV	CON	OCT 2028	A	XXX.XX	XXX.XX	XXX.XX
XX	DEC	CON	NOV 2028	A	XXX.XX	XXX.XX	XXX.XX

REF A : XXX P/L

MESSAGES FOR YOU
HEALTHCARE

You are covered under an XXX plan with XXX. For details, please contact your insurer.

Instructions to Retrieve CPF Statement of Account

Please refer to the following steps to request for your CPF Statement of Account:

1. Login to <https://www.cpf.gov.sg> using your SingPass
2. Access 'My Statement'
3. Under Section B, select 'CPF contribution for the last 15 months'
4. Download the PDF file
5. Under Section B, select 'Yearly Statement of Account for the previous 9 years'
6. Select year and click 'Proceed'
7. Download the PDF file
8. Repeat for remaining years

If you have CPF statements beyond 2008,

9. Access 'My Requests' and select 'Other CPF matters'
10. Select 'Apply for retrieval of my archived CPF records'
11. Follow the steps given on the screen and you will be able to retrieve these records. Do note that this may be chargeable by CPF.

Sample – Notice of Assessment

Tax Reference No :
 Year of Assessment
 Income Tax
 Date :

**NOTICE OF ASSESSMENT
 ORIGINAL**

Please quote the Tax Reference Number (eg. NRIC, FIN, etc) in full when corresponding with us.



55 Newton Road
 Revenue House
 Singapore 307987
 Tel: 1800-356 8300
 Website: <http://www.iras.gov.sg>
 e-Services: <https://mytax.iras.gov.sg>

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	S'PORE (\$)	OTHER COUNTRIES (\$)	TOTAL (\$)
EMPLOYMENT	xxx		xxx
TOTAL INCOME	xxx		xxx
LESS: Approved Donations			xxx
ASSESSABLE INCOME			xxx
LESS: PERSONAL RELIEFS			
Earned Income		xxx	
N\$man-self/wife/parent		xxx	
Spouse/Handicapped Spouse		xxx	
Child (QCR)		xxx	
Provident Fund/Life Assurance		xxx	
CHARGEABLE INCOME			xxx
FIRST 120,000.00		xxx	
NEXT 14,711.00 @ 15.00%		xxx	
TAX PAYABLE BY			xxx

1. Your tax assessment is based on information obtained from the relevant organisations and/or your last year's tax record. Please notify us of any understatement or omission of any income or of any excessive tax relief as there are penalties for failing to do so.

2. As you are on GIRO, monthly deductions will be made from your bank account based on the GIRO plan which is attached / will be sent to you shortly. You may refer to the attached Statement of Account for your tax balance.

3. If you have any objection, please write to us within 30 days stating your reasons. You may also submit your objection online via the Object to Assessment service at myTax Portal.

