



Examinations Bureau

Application For Contract For Service (Invigilation)

Post Applied For:		Department:	RELC Examination Bureau
Full Name (in BLOCK LETTERS, please underline surname) : (*Dr / Mr / Mrs / Mdm / Miss)		Gender:	*Male /Female
Address:			
			S
NRIC / Passport No.:		Date of Birth:	
Mobile No.:		Home Tel:	
Email:			
Country of Birth:		Race:	
Nationality:		Dialect:	
For Non Singapore Citizen		Date of Arrival in Singapore:	
Date of Approval of Employment Pass / Letter of Consent:		Expiry Date of Employment Pass / Letter of Consent:	
Name of University / Institution / College / School & Country	Date		Qualifications
	From	To	
Employer (Previous & Present)	Date		Position Held
	From	To	

* Delete accordingly.

If the space provided on the form is insufficient, please write on a separate sheet of paper.

CONFIDENTIAL

Languages (Indicate Written and or Spoken):

Computer Skills (eg. Microsoft Words, Excel, PowerPoint etc.):

National Service (*Completed / Exempted / Not Liable). Indicate when was your ORD and your rank:

Do you have any previous experience in invigilation? (If Yes, please specify exam(s) and year(s)) :

Period of Availability (please ✓ accordingly) :					Weekday		Weekend				
	January		February		March		April		May		June
	July		August		September		October		November		December

Any Other Information Relevant to This Application:

Declaration :

I declare that the information given by me in this application is true to the best of my knowledge. I authorize an investigation of all statements. I accept that if any information is in any way false or incorrect, RELC shall have the right to dismiss me without notice and assigning any reason.

I shall treat, in the strictest confidence, all examination materials and information that may come to my knowledge in the discharge of my duties.

.....
(Signature of Applicant)

.....
(Date)

FOR OFFICIAL USE ONLY

Interviewed by:

Result: * Accepted / Rejected / KIV

Remarks:

.....
(Name & Signature of Interviewer)

.....
(Date)

* Delete accordingly.

Please complete and return this application form to RELC Examinations Bureau, RELC Building, 30 Orange Grove Road, Singapore 258352 or fax it to 68369693 (Attn: Invigilation Officer).

Only shortlisted candidates will be notified.