HAYS Working for your tomorrow

CANDIDATE REGISTRATION - CONFIDENTIAL

In order to comply with various laws, we require the information below. Whilst most of these details will be covered in your resume, would you kindly complete the fields detailed on this form. The information supplied by you will form part of Hays' records.

Please leave blank any questions you would prefer not to answer and enclose your resume with this form. Thank you.

Personal details

Surname	First name
SIEW	Li Wei
Title (Mr, Mrs, Mrs, Miss, Other)	Date of birth (ID purposes only)
Miss	07-11-1981
Address	

Mobile	Home telephone	Telephone work (discretion assured)

Home email address (for confidential information)	Work email address

Position sought & general details

Current job title	Position (applied for)
Are you prepared to work overseas?	(State preferred location)

Type of work required	Permanent ☐	Temporary ☐	Any ☐	Current salary (per month)
Expected salary (per month)	Minimum rate (per hour)			Notice period/availability

Are you a: ☐ Citizen of Singapore ☐ Permanent Resident of Singapore ☐ Neither

If Citizen or Permanent Resident, NRIC number: _____

If Neither, do you have a visa entitling you to work here? ☐ Yes ☐ No

If so what type of visa?	Visa expiry date:	Passport Number:	Country of issue/Nationality

Do you have a current driving licence? ☐ Yes ☐ No

Health, Safety and Security checks

In relation to the job(s) you are being introduced to, do you have, or have you had an injury or illness may prevent you from performing certain work-related tasks or passing a medical examination if required? ☐ Yes ☐ No

If yes please provide details: _____

Emergency contact name	Contact number	Emergency Contact Relationship

Are you awaiting the hearing of charges, or have you ever been convicted of a criminal offence in a civil or criminal court of law? ☐ Yes ☐ No

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Languages	Spoken standard					Written standard				
	Native	Fluent	Avg.	Basic	N/A	Native	Fluent	Avg.	Basic	N/A
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Education & training history

Education, professional/vocational training. (include dates studied, relevant additional courses)

Professional qualifications

Qualification title Stage/level Registration No. Date

Please provide the names, addresses and telephone numbers of two referees, one of which should be your current or most recent employer. No contact will be made before permission is obtained from you.

Referee one

Name

Position

Organisation

Contact telephone number(s)

Email address

Referee two

Name

Position

Organisation

Contact telephone number(s)

Email address

Privacy Notice

As part of our compliance with the Personal Data Protection Act 2012, Hays Specialist Recruitment Pte. Ltd in Singapore requests you read the following information regarding how we collect your personal data and how we maintain, use, store and disclose your personal information in connection with your possible or actual work placements and sign where indicated to acknowledge your acceptance and understanding of this information.

We may collect personal information about you when:

- You complete one of our registration forms or provide any other information in connection with your application
- We receive any reference about you
- We receive results of inquiries that we might make of your former employers, work colleagues, professional associations, or registration body
- We receive the results of any competency or medical test or background checks
- We receive any complaint or other information from or about you in the workplace
- We receive any information about any insurance investigation, litigation, registration or professional disciplinary matter, criminal matter, inquest or inquiry in which you were involved
- We receive any information about a workplace accident in which you are involved
- You provide us with any additional information about you

Your personal information may be used in connection with:

- Your actual or possible work placement
- Career guidance or management
- Your performance appraisals
- Our assessment of your ongoing performance and prospects
- Any test or assessment (including medical tests and assessments) that you might be required to undergo
- Our identification of your training needs
- Informing you of possible work opportunities or other events such as training or information sessions by direct mail/email/sms

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- Our direct marketing to you (including telemarketing using your telephone number)
- Any workplace rehabilitation
- Our management and resolution of any complaint, inquiry or investigation in which you are involved
- Any insurance claim or proposal that requires disclosure of your personal information
- Undertaking criminal background checks
- For research, development, business systems and infrastructure testing and other business purposes to assist us in providing our services to you
- We may disclose your personal information (including to trusted third parties) for the purposes for which it is primarily collected, used, or held or for a related secondary purpose

Your personal information may be disclosed to:
- Potential and actual employers, clients of Hays and trusted third parties
- Hays employees and potential employers located in:
  Australia, Belgium, Brazil, Canada, Chile, China, Czech Republic, France & Luxembourg, Germany, Switzerland & Austria, Hong Kong, Hungary, India, Ireland, Italy, Japan, Malaysia, Mexico, Netherlands, New Zealand, Poland, Portugal, Singapore, Slovakia, Spain, Sweden & Denmark, Thailand, UAE, United Kingdom, USA (and any other countries where Hays may provide its services in the future) regarding possible or actual work placements and to assist us in providing our services to you
- Referees
- External providers of online training and induction
- Our insurers
- Central Provident Fund
- A professional association or registration body that has a proper interest in the disclosure of your personal information
- A Workers Compensation or social security body
- Any person with a lawful entitlement to obtain the information

If you do not give us the information we seek:
- We may be limited in our ability to locate suitable work for you; and
- We may be limited in our ability to place you in work

Additional information contained in our privacy policy:
Our privacy policy, which is located on the bottom of our website, www.hays.com.sg contains further information about the type of information we hold and how we manage your information, including how you can, subject to some exemptions, access personal information about you that we hold and request that it be corrected. It also sets out how you can complain about any alleged breaches of the Personal Data Protection Act 2012 and how we will deal with any complaints.

Changes to our Privacy Notice:
If at any time our Privacy Notice or privacy policy changes, the updated details will be available on the privacy policy on our website. Any information we hold about you will be governed by the most current version of the privacy policy.

Contact details
The Privacy Officer
Hays Specialist Recruitment Pte. Ltd
Email: privacy@hays.com.sg
Phone: +65 (0) 6223 4535

FM-036-02
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Declaration

I hereby declare that in response to advertising/referral/market awareness, I have approached Hays to utilise their job seeking service of my own free will and have not been solicited by Hays in this regard.

I authorise Hays to contact the referees listed above for the purpose of obtaining work related verbal references in its search for employment on my behalf. I consent to Hays retaining the information contained in this application form for the purposes of considering my suitability for positions that may arise with clients of Hays. I authorise the disclosure or transfer, copying and printing of this profile and resume to potential employers by Hays in its capacity as a recruitment consultancy. I agree to hold confidential from any third party the names and details of any clients, jobs or assignments discussed with me by any representative of Hays.

In addition, I have read, understood and agree to the collection, use, storage, management and disclosure of my information, including to Hays employees in Hays' international offices, as set out in the Privacy Notice.

I confirm that all the above information and details I have provided in this application form and in my enclosed resume are accurate and true and I understand that should any false or deliberately misleading information be given, or any material fact suppressed, I will not be accepted, or if I am employed, my employment will be terminated.

Signed _____ Date _____