



CONFIDENTIAL

REGISTRATION FORM

For official use only

R n F PME

Coach Name : _____

Training : (EC / EC+ /EW /EW+)

Dates : _____

(A) PERSONAL PARTICULARS

NRIC Number* : _____ Citizenship * : Singaporean / Singapore PR

Name as in NRIC * : _____

National Service *:
 Yet to be enlisted Completed N.A. Yet to complete Exempted

*Home Address * : (same as mailing address= Y / N) _____ Postal Code* : _____

Email : _____ Union Member: YES / NO

Contact No. : (H) _____ (HP)* _____

Please tick the box below to indicate that you agree to e2i contacting you via the stated modes of communication, for the purpose of sending you information about products / services that e2i may be offering (including, without limitation, to any job offers, job details, trainings and/or seminars), and which e2i believes may be of interest or benefit to you.

* by postal mail and/or electronic transmission to my email address; and to my telephone number(s) by way of voice call / phone call, SMS / MMS (text messages) and/or email / fax.

Current Employment Status: <input type="checkbox"/> Employed <input type="checkbox"/> Unemployed	Unemployed Duration (Months)	*Reason for unemployment
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If unemployed, since (MM/YY): _____

How long have you been looking for a job? _____ Year(s) _____ Month(s)

(B) EDUCATION

*Qualification/ Certification	Field of Study	Qualification Name / Title	Institution	Date of completion

(C) SKILLS and LANGUAGES
 (please specify the proficiency level for languages : B= Basic I=Intermediate A= Advance)

Language Spoken * ENGLISH MANDARIN MALAY TAMIL OTHERS _____

Language Written ENGLISH CHINESE MALAY TAMIL OTHERS _____

Computer Skill MSWORD MSEXCEL MSPOWERPOINT EMAIL INTERNET
 OTHERS _____

Driving Licence (Class): 1 2 2A 2B 3 3A 4 4A 5

Vocational Licence Bus driver Crane operator Forklift Taxi driver Security
 Others _____

(D) WORK EXPERIENCE *(start with the latest)						
From DD/MM/YY	To DD/MM/YY	Company's name	Industry	Job title	Job Duties	Last drawn salary/ Month

1) What is your key career experience? _____

2) How many years of experience do you have for 1) _____

(E) OTHER PARTICULARS	
Gender *	<input type="checkbox"/> Male <input type="checkbox"/> Female
Date of Birth *	
Race *	<input type="checkbox"/> Malay <input type="checkbox"/> Indian <input type="checkbox"/> Chinese <input type="checkbox"/> Others
Marital Status	<input type="checkbox"/> Single <input type="checkbox"/> Separated <input type="checkbox"/> Widowed <input type="checkbox"/> Married <input type="checkbox"/> Divorced

(F) BACKGROUND AND HEALTH	
1 .	*Ex-Offender <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Type of Offence(s) _____ Length of Imprisonment _____ Date of Release _____
2	* Bankruptcy <input type="checkbox"/> Yes <input type="checkbox"/> No
3 .	*Drug Abuse <input type="checkbox"/> Yes <input type="checkbox"/> No Length of Rehabilitation _____ Date of Release _____
4	*Colour Blindness <input type="checkbox"/> Yes <input type="checkbox"/> No
5	*Medical illness <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please specify in the remarks below: Type of Illness: Physical Disability / Mental Disorder / Medical Illness Under any Medication _____ Current Condition _____

(G)* Career Preference (Mandatory fields, please list in order of preference)		
Job title	Industry Sector	Expected Salary

LETTER OF AGREEMENT

**Verbal translations in Mandarin/Malay/Tamil are provided where required.*

1. e2i provides their registered clients with a suite of employment assistance services that may include referrals to employers for jobs and/or referrals to training for the purpose of enhancing the client's employability and increasing the client's job prospects. The specific type of assistance extended is based on e2i's assessment of the client's needs.
2. The provision of employment assistance is a collaborative process between the client and e2i. To facilitate the process, the client commits to the following:
 - a) To provide true and accurate personal information, and remain contactable;
 - b) To update e2i if the client secures employment either through the e2i's referrals or through the client's own job search efforts;
 - c) To accept and attend appropriate training referred by e2i, and interviews with prospective employers and agencies as scheduled by e2i;
 - d) To start work after accepting a job offer arising from e2i referrals.
3. The application for employment assistance will be closed when the client secures employment, or indicates to e2i that assistance is no longer required.
4. e2i reserves the right to decline assistance to (i) anyone who behaves or displays undesirable, abusive or violent behaviour in the career centre and/or partner organisations, or towards any of its Officers, and (ii) any client who fails to fulfil any part of the commitment above without a valid reason.

Declaration: I understand the above terms and conditions for the registration of employment and training assistance with e2i and its appointed centres/agencies; and commit to actively participate in the training and employment referrals arranged by e2i in addition to my own job search activities.

5. PROCESSING, COLLECTION, USE AND DISCLOSURE OF INFORMATION

5.1 By signing below, I hereby agree, acknowledge, and consent to the following:

- a. that the Employment and Employability Institute Pte Ltd ("**e2i**") may collect, use, disclose and/or process any information relating to me (including any personal data provided by me to e2i) for the purposes of :
 - i. processing, administering and/or managing my registration and relationship with e2i, which may include contacting me on matters relating to my relationship with e2i, carrying out my instructions or responding to any enquiries made by me;
 - ii. processing, administering and/or managing my interests in any trainings and/or seminars organized by e2i and/or its service providers, which may include enrolling me in such trainings and/or seminars ;
 - iii. carrying out due diligence or other screening activities (including background and verification checks) in accordance with legal or regulatory obligations or risk management procedures that may be required by law or that may have been put in place by e2i;
 - iv. sharing my personal data with prospective employers and other recruitment agencies for the purposes of securing employment and assistance in training;
 - v. disclosing my personal data to Singapore governmental departments, statutory boards or other regulatory bodies for the purposes of (1) data and statistical analysis and (2) formulating and reviewing relevant employment or social welfare policies; and/or
 - vi. contacting or sending me information about products / services that e2i may be offering (including, without limitation, to any job offers, job details, trainings and/or seminars), and which e2i believes may be of interest or benefit to me.

(collectively, the "**Purposes**")

- b. that e2i may collect from sources other than myself, personal data about me, for one or more of the above Purposes, and thereafter using, disclosing and/or processing such personal data for one or more of the above Purposes;
- c. that my personal data may/will be disclosed by e2i to its third party service providers or agents (including its lawyers / law firms), which may be sited outside of Singapore, for one or more of the above Purposes, as such third party service providers or agents, if engaged by e2i, would be processing my personal data for e2i for one or more of the above Purposes;
- d. that e2i may transfer my personal data out of Singapore to its third party service providers, or agents where such third party service providers or agents are sited (whether in Singapore or outside of Singapore), for the Purposes described above.
- e. that e2i may collect my personal data, WSQ training records and resume from the National Jobs Bank for one or more of the above Purposes, and thereafter using, disclosing and/or processing such personal data for one or more of the above Purposes;
- f. I hereby declare that all information provided by me in connection with this application is true, accurate and complete. I understand that e2i reserves the right to decline assistance for any inaccurate, incomplete or false information given or any omission of information required.
- g. I hereby agree to inform e2i and update my personal data in National Jobs Bank if there is any change in any of the details I have provided to e2i in this form. I understand and agree that it is my sole responsibility to inform and update e2i of any changes to my personal information. I hereby agree to indemnify and absolve e2i of any liability arising out of any use and/or disclosure by e2i of any inaccurate or incomplete information due to my failure to update e2i promptly of any changes to my personal information.

Name _____

NRIC No.: _____

Signature: _____

Date: _____