

PRIVATE AND CONFIDENTIAL

APPLICATION FOR EMPLOYMENT FORM

Lintec & Linnhoff Holdings Pte Ltd

Lintec & Linnhoff Asphalt Pte Ltd

Lintec & Linnhoff Maschinen Pte Ltd

Lintec & Linnhoff Concrete Pte Ltd

Lintec & Linnhoff Germany GmbH

Position Applied For:

INSTRUCTIONS

1. This form has been designed to provide us the relevant information for easy processing of your application for employment with us. It also serves as your personal record should you be employed.
2. You will need the following documents or information to fill in the form :
 - Identification Card
 - Passport
 - Educational Certificates
 - Certificates of National Service and Employment, if applicable
 - Other Certifications, if applicable
 - Particulars of Parents/Spouse/Children/Character Referees
3. If space in this application is insufficient, please attach an addendum.
4. Lintec & Linnhoff reserves the right to terminate the employment of the applicant if any of the particulars supplied by the applicant in this application form is found to be untrue after engagement.

Please insert a recent passport-sized photograph

A. PERSONAL PARTICULARS

First Name (as in passport):	Middle Name (if applicable):	Last Name (as in passport):
Name in Chinese characters: (if applicable)		Gender: Male Female
Marital Status:		Religion:
Race:		Dialect: (if applicable)
Country of Birth:		Identification Number:
Passport No.:	Passport Issued Date: (dd/mm/yy)	Passport Expiry Date: (dd/mm/yy)
Country of Issuance:	Nationality:	Date of Birth (dd/mm/yy):
Contact Information		
Residential Address: _____ _____ _____		
Telephone No.: _____ (Home) _____ (Mobile)		
Email Address: _____		
Driving License No.: _____		Class: (may choose multiple items)
Do you own a car and/or motorcycle?		2 2A 2B
Yes		3 4 5
No		

National Service (if applicable)			
Enlistment Date (dd/mm/yy):	ORD:	Rank at Discharge:	NS Unit:
If you have not served National Service or are exempted, please state the reason:			

B. FAMILY PARTICULARS

Give details of your immediate family members. If space is insufficient, please provide the information on a separate sheet of paper.

Name	Relationship	Nationality	DOB (dd/mm/yy)	Occupation	Company

C. EMERGENCY CONTACT

Name:	Relationship:
Address:	
Contact No. (please include country code):	
_____ (Mobile) _____ (Home) _____ (Office)	

D. EDUCATIONAL PROFILE

Attach photocopies of all academic certificates

Institution Name	Country	Start Date (mm/yy)	End Date (mm/yy)	Highest Standard Passed	Year Passed	Part-Time / Full- Time

E. OTHER COURSES CURRENTLY PURSUING

From (mm/yy)	Expected Date of Completion (mm/yy)	Name of Course	Institution

Do You Intend to Pursue Courses: Yes No

(Please provide details if your answer is YES)

F. COMPUTER LITERACY & OTHER SKILLS

Please indicate the software you are competent in

G. LANGUAGE PROFICIENCY

Language/Dialect	Spoken	Written	Language/Dialect	Spoken	Written

H. EMPLOYMENT HISTORY – Start with your latest or present company.

It has been the policy of the Company to conduct reference checks with previous companies but only after an applicant has been selected for the position. **Attach additional sheets if necessary.**

Organization Name:		
Address:		
Position:	Name of Last Supervisor:	
From (dd/mm/yy):	To (dd/mm/yy):	
Reasons for Leaving:		
Monthly Basic Salary:	Allowances (if any):	Bonus (months):
Brief Description of Job Duties:		
Major Achievements:		

Organization Name:		
Address:		
Position:	Name of Last Supervisor:	
From (dd/mm/yy):	To (dd/mm/yy):	
Reasons for Leaving:		
Monthly Basic Salary:	Allowances (if any):	Bonus (months):
Brief Description of Job Duties:		
Major Achievements:		

Organization Name:		
Address:		
Position:	Name of Last Supervisor:	
From (dd/mm/yy):	To (dd/mm/yy):	
Reasons for Leaving:		
Monthly Basic Salary:	Allowances (if any):	Bonus (months):
Brief Description of Job Duties:		

Major Achievements:

Organization Name:		
Address:		
Position:	Name of Last Supervisor:	
From (dd/mm/yy):	To (dd/mm/yy):	
Reasons for Leaving:		
Monthly Basic Salary:	Allowances (if any):	Bonus (months):
Brief Description of Job Duties:		
Major Achievements:		

I. CHARACTER REFEREES

Please provide particulars of two persons who are not related to you. They should be responsible persons who know you well with regard to your characters and work performance. It is the Company's policy of to carry out reference check and such contact will only be made prior to offering you employment.

Full Name:	Full Name:
Address:	Address:

Contact No.:		Contact No.:	
Email Address:		Email Address:	
Occupation:	Years Known:	Occupation:	Years Known:

J. HEALTH INFORMATION

1. Do you have any physical defects or infirmity?	Yes	No
2. Have you been advised to have any diagnostic test, hospital confinement or surgical operation which has not yet been performed?	Yes	No
3. Have you been or are you currently undergoing any medical treatment as a result of any disease / illness / major medical condition / mental disorder or physical impairment?	Yes	No
4. Do you suffer from any chronic illness such as long-term back problems?	Yes	No
5. Do you smoke?	Yes	No
6. For female applicants: Are you pregnant?	Yes	No
If your answer to any of the above is yes, please give details in the space provided. (If space is insufficient, please continue on an attachment)		

K. ADDITIONAL INFORMATION

1. What is your expected salary? Currency: EUR / SGD / Others : _____ (Please specify)		
2. What length of notice is required by your current employer?		
3. Are there any restriction with your employment (example: do you require a valid work pass)?	Yes	No
4. Have you been discharged or dismissed from the service of your previous employers?	Yes	No

5. Have you been convicted in a court of law in any country?	Yes	No
6. Are you aware of being under any current police investigations in Singapore or in any other country following allegations made against you?	Yes	No
7. Are you currently an undischarged bankrupt? If yes, provide details of the date of bankruptcy:	Yes	No
8. Do you directly or indirectly have any shares in any business? (Exclude shares in Companies listed on SGX unless you hold directly or indirectly more than 5% of the share capital)	Yes	No
9. Are you holding directorship, sole-proprietorship or other appointment in any company?	Yes	No
10. Do you receive other forms of incomes besides your monthly salary?	Yes	No
11. Have you or any relative(s) and/or friend(s) working in Lintec & Linnhoff Holdings Pte Ltd and/or its subsidiaries? If 'Yes, please state the name of your relative(s) and/or friend(s): _____	Yes	No

L. DECLARATION

I declare that all information given by me in this application and any sheets attached hereto are true, complete and correct. I understand and accept that a misrepresentation or omission of facts will be a sufficient cause for cancellation of consideration for employment or dismissal from the Company's service if I have been employed.

Signature of Applicant: _____ Date: _____

For Company USE Only

Date of interview _____

Result of interview: To Employ To KIV To Reject

Commencement date: _____ Job title: _____

Banding: _____ Grade: _____

Salary: (EUR / SGD / Others: _____) _____

Mobile phone reimbursement: (EUR / SGD / Others: _____) _____

Transport allowance: (EUR / SGD / Others: _____) _____

Petrol reimbursement: (EUR / SGD / Others: _____) _____

Other allowances (please state type): (EUR / SGD / Others: _____) _____

Probation period: _____ Months

Notice period during probation: _____ Months

Notice period after probation: _____ Months

Interviewer's comments :

Interviewer: _____ Approved by: _____

Date: _____ Date: _____