

**Instructions for Singapore Local National Application Form**

You may apply for most Local National Federal jobs with a résumé, an Optional Application for Federal Employment (OF-612), Singapore Local National Application Form, or other written format. If your résumé or application does not provide all the information requested on this form and in the job vacancy announcement, you may lose consideration for a job. Type or print clearly in dark ink. Help speed the selection process by keeping your application brief and sending only the requested information. If essential to attach additional pages, include your name and National Registration Identity Card (NRIC) number on each page or use the Singapore Local National Application Form Continuation Sheet.

- For information on Federal employment, including alternatives formats for persons with disabilities, contact the U.S. Office of Personnel Management at 1-703-724-1850 or via the Internet at [www.USAJOB.gov](http://www.USAJOB.gov).
- The law prohibits public officials from appointing, promoting, or recommending their relatives.
- Send your application to the address as indicated below. If you have questions, contact the HRO at +65-6750-2568.

We need the information requested in this form and in the associated vacancy announcement to evaluate your qualifications. In order to keep your records in order, we request your NRIC number. Failure to furnish the requested information may delay or prevent action on your application. If you do not give us your NRIC number or any other information requested, we cannot process your application or will slow processing. We may confirm information from your records with prospective nonfederal employers concerning tenure of employment, civil service status, length of service, and date and nature of action for separation as shown on personnel action forms of specifically identified individuals.

We estimate the public reporting burden for this collection will vary from 20 to 240 minutes with an average of 40 minutes per response, including time for reviewing instructions, searching existing data sources, gathering data, and completing and reviewing the information.

THE FEDERAL GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

## SINGAPORE LOCAL NATIONAL APPLICATION FORM

Human Resources Office  
PSA Sembawang Terminal  
Bldg 7-4 Deptford Road  
Singapore 759657

**Section A - Applicant's Information**

1. Job title in announcement	2. Grade(s) applying for	3. Announcement number
4. Name as in NRIC (Please underline family name)		
5. Other names ever used	6. NRIC number	
7. Mailing address	8. Postal code	
9. Email address		
10. Day phone number	11. Evening phone number	12. Handphone number

**Section B - Work Experience**

Describe your paid and non-paid work experience related to the job for which you are applying. Do not attach job descriptions. Please list in order from the most recent experience.

1. Current job title (if Federal, include series and grade)			
2. From (mmm/yyyy)	3. To (mmm/yyyy)	4. Salary \$                      per	5. Hours per week
6. Employers name and address			
7a. Supervisor's name	7b. Supervisor's phone number	7c. Supervisor's email address	
8. May we contact your current supervisor? Yes <input type="checkbox"/> No <input type="checkbox"/> If we need to contact your current supervisor before making an offer, we will contact you first.			
9. Describe your duties and accomplishments			

### Section C - Additional Work Experience

1. Job title (if Federal, include series and grade)			
2. From (mmm/yyyy)	3. To (mmm/yyyy)	4. Salary \$                      per	5. Hours per week
6. Employers name and address			
7a. Supervisor's name	7b. Supervisor's phone	7c. Supervisor's email address	
8. Describe your duties and accomplishments			
9. Job title (if Federal, include series and grade)			
10. From (mmm/yyyy)	11. To (mmm/yyyy)	12. Salary \$                      per	13. Hours per week
14. Employers name and address			
15a. Supervisor's name	15b. Supervisor's phone	15c. Supervisor's email address	
16. Describe your duties and accomplishments			
17. Job title (if Federal, include series and grade)			
18. From (mmm/yyyy)	19. To (mmm/yyyy)	20. Salary \$                      per	21. Hours per week
22. Employers name and address			
23a. Supervisor's name	23b. Supervisor's phone	23c. Supervisor's email address	
24. Describe your duties and accomplishments			

### Section D -Education

1. Mark your highest level completed:  
 GCE 'N' Level     GCE 'O' Level     GCE 'A' Level     ITE     Diploma     Bachelor     Master     Doctoral     Other: \_\_\_\_\_

2. Colleges and universities attended.	Month & Year attended		Major(s)	Degree (if any), and year received
	From	To		
2a. Name of school				
School's address				
2b. Name of school				
School's address				
2c. Name of school				
School's address				

### Section E -Other Qualifications

Job-related training courses (give title and year). Job-related skills (other languages, computer software/hardware, tools, machinery, typing speed, etc.). Job-related certificates and licenses (current only). Job-related honors, awards, and special accomplishments (publications, memberships in professional/honor societies, leadership activities, public speaking, and performance awards). Give dates, but do not send documents unless requested.

### Section F -General

1a. Are you a Singapore Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No    →	1b. If no, give the country of your citizenship:		
2. Were you ever a Federal employee? <input type="checkbox"/> Yes <input type="checkbox"/> No    →    If yes, list highest civilian grade for the following:			
2a. Series	2b. Grade	2c. From (mmm/yyyy)	2d. To (mmm/yyyy)

### Section G - Applicant's Certification

I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete, and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me or for firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

1a. Signature	1b. Date (dd/mmm/yyyy)
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