

EMPLOYMENT PASS APPLICATION FORM

Part 1 - Employing Company Details

Section A - Employing Company General Information

Registration No. (ACRA) : _____
Employing Company Name : _____
Tel No. : _____
Fax No. : _____
Mobile No. : _____

Correspondence Address

Postal Code : _____
Block / House No. : _____
Street Name : _____
Floor / Unit No. : # _____
Building Name : _____

Part 2 - Application Information

Section A - Pass Declaration

- * a) Is the Foreign Employee holding an existing Work Pass - Employment Pass, S Pass, Work Permit or Related Passes? : YES NO
(if Yes, please enter FIN or Work Permit No. / S Pass No. below)
- * b) Has the Foreign Employee ever held any Employment Pass, S Pass, Related Pass, Work Permit or Student's Pass? : YES NO
- * c) Is the Foreign Employee a Singapore Citizen or Singapore Permanent Resident? : YES NO

(Please enter the foreign employee's previous FIN or Work Permit No. / S Pass No. issued by WPD or FIN issued by Immigration & Checkpoints Authority for Student's Pass and Visit Pass, if available.)

FIN : (e.g. F1234567A or G1234567A)
Work Permit No. / S Pass No. : (e.g. 0 12345678 or 0 1234567-)

Section B - Pass Duration

- * Duration of Pass Applied For : months (up to 60 months)

Section C - Employment Details

- * Is your business entity an Employment Agency/ Headhunter Firm or does it supply labour to other business entities in the course of conducting its business? : YES NO
- * Will the Foreign Employee be deployed to work for another employer so as to supplement that other employer's manpower resources? : YES NO

Section D - Pass Consideration

- * a) Is the Foreign Employee a partner, sole proprietor or director of any company? : YES NO
- * b) Does the Foreign Employee wish to be considered for? -

Pass Consideration	Administrative Fee
<input type="radio"/> Employment Pass and S Pass	\$70
<input type="radio"/> Employment Pass only	\$70
<input type="radio"/> S Pass only	\$60

CPF Submission No.
- PTE - 01

Section E - Job Advertisement Information (FOR EP APPLICATION only)

* Have you advertised this post on the Jobs Bank?

: YES NO

* Please tell us your Job Posting ID

: - -

* Posting date of advertisement (DD/MM/YYYY)

:

* Expiry date of advertisement (DD/MM/YYYY)

:

* Has your firm searched for candidates for this job using other recruitment methods and channels?

: YES NO

* Which recruitment methods and channels did your firm use?

- 1. Job advertising websites
- 2. Newspapers
- 3. Trade publications / magazines
- 4. By engaging employment agencies / professional placement firms
- 5. By tapping on personal networks of existing employees
- 6. By tapping on the firm's internal talent pool / job portal
- 7. Others

(MOM may request for more details on the various recruitment methods/channels your firm has tapped on to search for candidates.)

* Please provide the number of applicants who reached the various stages of the application process for the job:

Number of applicants who:	Singapore Citizens	Permanent Residents	Foreigners
(a) applied for this job	<input type="text"/>	<input type="text"/>	<input type="text"/>
(b) were interviewed for this job	<input type="text"/>	<input type="text"/>	<input type="text"/>
(c) were offered this job	<input type="text"/>	<input type="text"/>	<input type="text"/>
(d) were hired for this job (By filling this field, you confirm that there were more than 1 vacancy for the same job available)	<input type="text"/>	<input type="text"/>	<input type="text"/>

(An applicant who applied and was hired for the job should be counted under **all** stages from (a) and (d).)

* My firm has considered local candidates fairly. My firm is applying for this EP because: (up to 3 reasons).

- 1. Candidates considered did not have good technical skills/expertise for the job
- 2. Candidates considered did not have as good "soft skills" (e.g. communication, leadership)

3. Candidates considered did not have enough relevant industry or target market experience
4. Candidates considered did not have good qualifications
5. Our firm was unable to meet the salary expectations of the candidates who were considered for the job
6. Candidates turned down our offer of employment
7. No candidates turned up for the interview
8. Insufficient candidates applied for the job or turned up for the interview to fill the number of available vacancies

(The information you provide here is intended to help MOM understand the profile of local workforce and identify skills gaps.)

*** How did your firm source for this EP applicant? (Choose one)**

1. Local job advertising websites
2. Foreign job advertising websites
3. Newspapers
4. Trade publications / magazines
5. By engaging local employment agencies / professional placement firms
6. By engaging foreign employment agencies / professional placement firms
7. By tapping on personal networks of existing local employees
8. By tapping on personal networks of existing foreign employees
9. Your firm's internal talent pool / job portal
10. Others

(MOM may request for more details on the various recruitment methods/channels your firm has tapped on to source for the EP applicant.)

Part 3 - Foreign Employee's Personal Information

Section A - Foreign Employee's Personal Particulars

Name : _____

Alias : -

(enter **only** if it appears on travel document)

Sex : Female / Male

* Marital Status : _____

Date of Birth : _____

Nationality : _____

Malaysian Old Identity Card No. : _____

Malaysian New Identity Card No. : _____

Malaysian Identity Card Color : _____

Country of Birth : _____
State / Province of Birth : _____
* Country of Origin : _____
Race : _____
Religion : Buddhist/Christian/Free thinker/
Hindu/Muslim/Others/Sikh/Taoist

Section B - Foreign Employee's Travel Document Information

* Travel Document Type : INTERNATIONAL PASSPORT
* Travel Document No. : _____
* Date of Expiry : _____

Section C - Foreign Employee's Personal Contact Details and Residential Address

Personal Contact Details

Email Address : _____

Mobile Phone Number : _____

Residential Address

Is the foreigner currently staying in Singapore? : YES /NO

Postal Code : _____

Block / House No. : _____

Street Name : _____

Floor / Unit No. : _____

Part 4 - Foreign Employee's Education / Membership Details

Section A - Education Details

* Number of Education Details : 2 (Up to 2 highest educational qualifications)

Education Details 1

Has the Foreign Employee submitted supporting documents for this qualifications before? : YES /NO

Awarding Body / Institution / University

Country : _____

Name : _____

Main Campus or Affiliating College Attended: _____

Qualification : _____

Faculty : _____

Specialization : _____

Mode of Study : FULL-TIME / PART-TIME / DISTANCE LEARNING

Period of Study : From _____ To _____ (DD/MM/YYYY)

Did the applicant study for this qualification at the declared Awarding Body / Institution / University? : YES / NO

Education Details 2

Has the Foreign Employee submitted supporting documents for this qualifications before? : YES /NO

Awarding Body / Institution / University

Country : _____

Name : _____

Main Campus or Affiliating College Attended: _____

Qualification : _____

Faculty : _____

Specialization : _____

Mode of Study : FULL-TIME / PART-TIME / DISTANCE LEARNING

Period of Study : From _____ To _____ (DD/MM/YYYY)

Did the applicant study for this qualification at the declared Awarding Body / Institution / University? : YES / NO

Section B - Societies / Organizations Membership

* Number of Membership Details : 2 (Up to 2)

Society / Organization	:	_____
Position Held	:	_____
Period	:	From _____ To _____ (DD/MM/YYYY)

Society / Organization	:	_____
Position Held	:	_____
Period	:	From _____ To _____ (DD/MM/YYYY)

Part 5 - Foreign Employee's Spouse Education Details (To be completed if the foreign employee's marital status in Part 3A is "Married").

Section A - Education Details

* Number of Education Details : 2 (Up to 2 highest educational qualifications)

Education Details 1

Has the Foreign Employee submitted supporting documents for this qualifications before?	:	YES /NO
Awarding Body / Institution / University		
Country	:	_____
Name	:	_____
Main Campus or Affiliating College Attended: _____		
Qualification	:	_____
Faculty	:	_____
Specialization	:	_____
Mode of Study	:	FULL-TIME / PART-TIME / DISTANCE LEARNING
Period of Study	:	From _____ To _____ (DD/MM/YYYY)
Did the applicant study for this qualification at the declared Awarding Body / Institution / University?	:	YES / NO

Education Details 2

Has the Foreign Employee submitted supporting documents for this qualifications before?	:	YES /NO
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Awarding Body / Institution / University

Country : _____

Name : _____

Main Campus or Affiliating College Attended: _____

Qualification : _____

Faculty : _____

Specialization : _____

Mode of Study : FULL-TIME / PART-TIME / DISTANCE LEARNING

Period of Study : From _____ To _____ (DD/MM/YYYY)

Did the applicant study for this qualification at the declared Awarding Body / Institution / University? : YES / NO

Part 6 - Foreign Employee's Employment Details

Section A - Working Experience of Foreign Employee

* Total Period of Working Experience : Year(s) ____ Month(s) ____

* Total Period of Relevant Experience (relevant to the Occupation declared for this application in Section C) : Year(s) ____ Month(s) ____

* Is the Foreign Employee currently working for a branch, affiliate or subsidiary of the Employing Company? : YES/NO

If "yes", please provide the details:

Name of this firm: _____
 Length of service in this firm: ____ years ____ months
 Is this branch, affiliate or subsidiary located in Singapore: Yes/No

* Details of latest 2 Employment Records : 2

Name of Company : _____

Occupation : _____

Country	:	_____
Period	:	From _____ To _____ (DD/MM/YYYY)
Fixed Monthly Salary	:	_____ (S\$)

Name of Company	:	_____
Occupation	:	_____
Country	:	_____
Period	:	From _____ To _____ (DD/MM/YYYY)
Fixed Monthly Salary	:	_____ (S\$)

Section B - Salary Details

- * Salary Payable by : LOCAL/OVERSEAS/BOTH LOCAL AND OVERSEAS
- * Fixed Monthly Salary : _____ (S\$)
- * Basic Monthly Salary : _____ (S\$)
- Fixed Monthly Allowances : _____ (S\$)

Section C - Address and Duties to be Performed

- * Occupation : _____

Address where foreign employee's duties are to be performed

- * Postal Code : _____
- * Block / House No. : _____
- * Street Name : _____
- Floor / Unit No. : # _____
- Building Name : _____

- * Is the premises (at the above mentioned address) a food establishment? : YES/NO
- * Did you source for this Foreign Employee with Contact Singapore's assistance? : YES/NO

Section D - Vetting Agency / Professional Body / Accreditation Agency Support

- * Has this application obtained support from the relevant Vetting Agency(s) / Professional Body(s) / Accreditation Agency(s)?

If 'Yes', please select from the followings.

Please select one or more Vetting Agencies if the foreign employee has obtained support from any of the Vetting Agencies listed. Please note that the foreign employee must produce documentary proof of support from the agencies concerned together with this application.

- Attorney-General's Chamber

: YES/NO

- IE Singapore (Representative Office)
- Singapore Dental Council
- Singapore Medical Council
- Singapore Nursing Board
- Registrar of Pharmacy Board
- Sport Singapore
- TCM Practitioners Board

Part 7 - Declaration by Foreign Employee

- * a) Has the Foreigner ever been refused entry into or deported from any country? : YES/NO
- * b) Has the Foreigner ever been convicted in a court of law in any country? : YES/NO
- * c) Has the Foreigner ever been prohibited from entering Singapore? : YES/NO
- * d) Has the Foreigner ever entered Singapore using a passport issued by a different country? : YES/NO
- * e) Has the Foreigner ever entered Singapore using a different name? : YES/NO
- * f) Has the Foreigner ever been a Singapore Citizen or Singapore Permanent Resident? : YES/NO
- * g) Has the Foreigner ever been issued a work visa by another country(s)? If Yes, please provide the most recent details below. : YES/NO

If any of the above answers from (a) to (g) is “yes”, please provide details: _____

I confirm that the information as set out in this application for Employment/S Pass is to the best of my knowledge, true and correct. All documents submitted in support of this application for Employment/S Pass are true copies of the originals. I understand that I may be prosecuted if I have provided any information, which is false in any material particular or is misleading by reason of the omission of any material particular.

I have read and understood the Conditions of Employment/S Pass, as specified in the Employment of Foreign Manpower (Work Passes) Regulations, which are available on the MOM website. I shall ensure that these conditions will be complied with.

Further and in addition, I hereby declare that: –

1. I shall not make any false statement or submit any document which I know to be false in order to obtain an Employment/S Pass and Visit Pass.
2. I understand that if I breach any condition above, my Employment/S Pass and Visit Pass will be revoked and I can be prosecuted in Court or expelled and prohibited from entering Singapore.
3. I shall not misuse controlled drugs or take part in any political or other activities during my stay in Singapore, which would make me an undesirable or prohibited immigrant under the Immigration Act.

With reference to this application submitted for Employment/S Pass and residence in Singapore, I give my consent to the Government of Singapore to obtain from and verify information with any person, organization or any other source for assessing my application

I hereby give my consent for the Comptroller of Income Tax to verify my income stated in my current and renewal applications, based on my assessment record for the current Year of Assessment, for the Controller of Work Passes. In the event my assessment record for the current Year of Assessment is not available or finalized at the point of verification, I understand the Comptroller of Income Tax will verify my income against my assessment record for the two previous Years of Assessment. I also hereby give my consent for the Comptroller of Income Tax to thereafter communicate the results of the verification to the Controller of Work Passes.

Signature of Foreign employee & Date

Part 8 - Declaration by Local Employer

I hereby sponsor this application and certify that it is made for the purpose as stated by the foreign employee. I confirm that the information as set out in this application for Employment/S Pass is to the best of my knowledge, true and correct.

I have ensured that the foreign employee fully understands the contents of Part 8 of this application form. I understand that I may be prosecuted if I have provided any information, which is false in any material particular or is misleading by reason of the omission of any material particular. I further understand that any false statement made by my company or myself in relation to this application for Employment/S Pass may adversely affect the future work pass applications of my company/firm.

I am aware that the Controller of Work Passes uses my company/firm's Central Provident Fund contribution information to determine the number of local workers employed by my company/firm hence determining the number of foreign employees that my company/firm may employ. I have ensured that my company/firm's Central Provident Fund contribution record of payments as required under the Central Provident Fund Act (Cap.36) only reflects every citizen or permanent resident of Singapore who is employed by my company/firm and at the appropriate contribution rate prescribed by law. My company/firm has made any voluntary CPF contributions only through a separate CPF Submission Number (CSN).

I undertake to:

- (i) be responsible for the stay, maintenance and repatriation of the foreign employee;
- (ii) indemnify the Singapore Government for any charges or expenses which may be incurred by the Government in respect of the repatriation of the said foreign employee or any of his dependants; and
- (iii) be responsible for the compliance by the foreign employee of any quarantine and medical surveillance imposed on the foreign employee under Regulation 8 (2A) of the Immigration Regulations.

In addition, I declare that: –

1. I hereby give my consent to the department to verify the particulars with any government agencies.
2. The company owner(s) is/are not undischarged bankrupt(s).
3. I **have used the services of an Employment Agency or intermediary based in Singapore for the recruitment of the foreign worker. (Please also state the licence number of all Employment Agencies or intermediaries (if any) used for the purposes of this application: **Firstcare Employment Pte Ltd/18C9191**)

I shall keep copies of the foreign employee's education certificates as declared in the application form for as long as the foreign employee is in my employment. I understand the Ministry of Manpower can at any time request for these documents for verification and revoke the pass should the documents be inconsistent with the declaration furnished in the application form or if I am unable to produce the documents.

I have read and understood the Conditions and Regulatory Conditions of Employment Pass/S Pass, as specified in the Employment of Foreign Manpower (Work Passes) Regulations, which are available on the MOM website. I shall ensure that these conditions will be complied with.

I declare that I have read and understood the above.

Authorized Signature & Date

Official Company Stamp

Name of authorized representative:

Designation: