

Instructions for Singapore Local National Application Form

You may apply for most Local National Federal jobs with a résumé, or 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 on each page or use the Singapore Local National Application Form Continuation Sheet.

- The law prohibits public officials from appointing, promoting, or recommending their relatives.
- Send your application to jobssingapore@us.navy.mil. If you have questions, contact HRO at +65-6750-2568 or +65-6751-2261.

We need the information requested in this form and in the associated vacancy announcement to evaluate your qualifications. Failure to furnish the requested information may delay or prevent action on your application. If you do not give the 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. Announcement number
3. Name as in NRIC	
4. Other names ever used	
5. Mailing address	6. Postal code
7. Email address	8. 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 (month/year)	3. To (month/year)	4. Salary \$ per	5. Hours per week	
6. Employer's 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 (month/year)	3. To (month/year)	4. Salary \$ per	5. Hours per week
6. Employer's 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 (month/year)	11. To (month/year)	12. Salary \$ per	13. Hours per week
14. Employer's 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 (month/year)	19. To (month/year)	20. Salary \$ per	21. Hours per week
22. Employer's 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 or Singapore Permanent Resident? <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 (month/year)	2d. To (month/year)

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 (day/month/year)
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