



# 招聘兼职行政人员

## Recruitment of Part-Time Administrative Support Staff

### 征聘条件 Requirements

- 懂得中文和英文  
Able to serve English and Mandarin-speaking clients
- 拥有电脑知识  
Computer literate
- 能够接受轮班制（包括周末）  
Able to work on rotating shifts including weekends
- 性格开朗和有良好的服务态度  
Pleasant personality and service-oriented

工作地点 : • 华助会@ 宏茂桥 CDAC@ Ang Mo Kio  
Blk 201 Ang Mo Kio Ave 3  
#01-1648 S560201

• 华助会@ 大巴窰 CDAC@ Toa Payoh  
381 Lorong 1 Toa Payoh  
Level 2 Onepeople.sg Building S319758

请到 [www.cdac.org.sg/application-forms](http://www.cdac.org.sg/application-forms) 下载申请表格  
或到华助会总部 (65 Tanjong Katong Road Singapore 436957) 或  
华助会中心索取表格。

Application form could be downloaded from  
[www.cdac.org.sg/application-forms](http://www.cdac.org.sg/application-forms) or collected from CDAC Building 65  
Tanjong Katong Road Singapore 436957 or CDAC Centres.



华社自助理事会  
CDAC

Reg no. 199202625K

**ADMINISTRATIVE SUPPORT STAFF  
APPLICATION FORM**  
行政人员申请表格

<b>PREFERRED LOCATION</b> 优先考虑的工作地点	Ang Mo Kio 宏茂桥 / Toa Payoh 大巴窰
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**PERSONAL PARTICULARS 个人资料**

NAME 名字(as in NRIC 身份证名字)			
NRIC NO. 居民证号码			
DATE OF BIRTH 出生日期		AGE 年龄	
ADDRESS 地址	S'PORE ( )		
EMAIL ADDRESS 邮址			
HOME NO. 住家电话		MOBILE NO. 手机号码	
NATIONALITY 国籍*	SINGAPOREAN 新加坡公民/ SINGAPORE PR 新加坡永久居民	RACE 种族	
MARITAL STATUS 婚姻状况*	SINGLE 单身/MARRIED 已婚/ DIVORCED 离婚/WIDOWED 寡居	GENDER 性别*	MALE / FEMALE 男/女
NATIONAL SERVICE STATUS * 国民服役	NOT COMPLETED 未完成 / COMPLETED 完成 / EXEMPTED 豁免 / NA 不当		
EARLIEST DATE AVAILABLE 可以最早上班的日期			
KNOWLEDGE OF MS OFFICE 是否有电脑知识?		WILLING TO WORK SHIFT? * 愿意做轮班制吗?	YES / NO 是/否
DO YOU HAVE ANY MEDICAL * CONDITION? 是否有任何病例?	YES / NO 是/否 If YES, please specify type of disability 若有, 请注明: _____		
LANGUAGE: 1. WRITTEN 书写语言* 2. SPOKEN 会话 *	1. ENGLISH 英文/ MANDARIN 华文 / MALAY 马来文 / TAMIL 淡米尔文 / OTHERS 其他 2. ENGLISH 英语/ MANDARIN 华语 / MALAY 马来语 / TAMIL 淡米尔语 / OTHERS 其他		
DO YOU HAVE ANY CRIMINAL CONVICTION? * 您是否有犯罪记录?	YES / NO 是/否 If YES, please specify type of offence 若有, 请注明: _____		

**EDUCATIONAL QUALIFICATIONS 教育程度**

YEAR 年份	NAME OF SCHOOLS / INSTITUTIONS / UNIVERSITIES 学府	HIGHEST QUALIFICATION 最高教育程度
ADDITIONAL CERTIFICATES / LICENCES 其他文凭 / 执照		

**WORK EXPERIENCES 工作经验**

DATE OF EMPLOYMENT (START / END) 雇用期 (从 / 至)	NAME OF COMPANY 公司名称	POSITION HELD 职位	SALARY DRAWN 薪金	REASON FOR LEAVING 离职原因

Current Employment Status 目前就业状况\*: Employed 在职 / Unemployed 无业

**DECLARATION 申明**

I declare that the particulars provided by me are true and correct. 我宣称我提供的资料全属真实。

\_\_\_\_\_  
Name and Signature of Applicant  
申请者名字和签名

\_\_\_\_\_  
Date 日期

**PERSONAL DATA PROTECTION ACT 个人信息保护法**

I understand and agree that:

1. By submitting this application form to CDAC, I hereby give consent to CDAC to collect, use, process and disclose my personal information for the purpose of assessing my suitability for the position and in compliance with law requirement and or regulation where applicable.
2. In event that my job application is unsuccessful, CDAC shall keep my information for a reasonable period in accordance with legal requirements and for administration purposes. I give consent to CDAC to contact me if there are other available job positions in future.

By ticking this box , I expressly indicate that I do not wish you to contact me for this purpose.

\_\_\_\_\_  
Name and Signature of Applicant  
申请者名字和签名

\_\_\_\_\_  
Date 日期

\* Delete whichever is not applicable 删除不适用者

Please send your completed application form to 请将填妥的表格呈交至:

Chinese Development Assistance Council  
Community Outreach & Engagement Department  
CDAC Building  
65 Tanjong Katong Road  
Singapore 436957