

**Realwork @ College
Job Application Form**

Instruction to Students:

Please complete and submit this form together with the Official Secrets Act form & photocopy of your NRIC to the Student Services Department (Drop Box 2 located at the Customer & Visitor Centre)

SECTION A : Personal Particulars

Name : _____ Sex : M / F* NRIC No : _____
 Address : _____
 Tel No : _____ (H) _____ (Hp) Email # : _____
 Course : _____ Date Enrolled : _____ Department : _____

SECTION B : Details of Job Application

Job Title : _____ Location : _____

Day & Time Available : _____

Areas of Specialisations :

- | | | | |
|--------------------------|----------------------------------|--------------------------|------------------|
| <input type="checkbox"/> | Courseware Development Assistant | <input type="checkbox"/> | IT Technician |
| <input type="checkbox"/> | Executive Assistant | <input type="checkbox"/> | Labs Assistant |
| <input type="checkbox"/> | Facilities Assistant | <input type="checkbox"/> | Retail Assistant |
| <input type="checkbox"/> | Teaching Assistant | | |

SECTION C : Declaration

I declare that the above information is true and I accept all the terms and conditions of the Real Work @ ITE College East.

Signature : _____ Date : _____

SECTION D : Consent By Parents/Guardians (*Applicable to Student Who is Below 21 years old*)

I, _____, parent / guardian of the above-named student agreed to my son / daughter / ward taking up part-time job in ITE and to indemnify ITE against all liabilities.

Signature : _____ Date : _____

SECTION E : Endorsement By Class Advisor / Section Head

I, _____, recommend that the student be appointed for the job.

Signature : _____ Designation : _____ Date : _____

Date of interview (*if applicable*) : _____

* Delete where appropriate

Students will be informed on the status of their applications via e-mail within 2 weeks.

Eligibility Criteria

- Full-time ITE student;
- Age at least 16 years old and granted consent by parent/guardian; and
- Preferably have completed at least one semester of full-time training.

Conditions for Participation

- You will receive an allowance based on the rate agreed upon when you commence work; and
- Foreign students may participate in the scheme during vacation time.