

Application Form (WSQ Programme)

PHOTO

INSTRUCTIONS

- Please refer to the terms & conditions in our brochures prior to filling up this form.
- Please fill in N.A. if the field in this form is not applicable.**
- Please enclose the following documents together with your submission of application form:
 - Two recent passport-sized photographs (non-returnable)
 - Application fee by cash, NETS or cheque (non-refundable)
 - Copies of relevant education qualifications **that meet course entry requirements.**
 - Copies of NRIC / Employment Pass / Dependant Pass / Work Permit Pass.
- Registration will only be confirmed upon receipt of payment, on a first-come-first-served basis.
- EASB reserves the right to cancel the course and refund fees to the applicant in the event of unforeseen circumstances. Every effort will be made to inform the applicant of any changes.

For Internal Use Only

Enrolment Number:

Course Intake Code:

Please select (✓)	Programme Title	Duration (inclusive 1 hour assessment)	Course Date
	WSQ Interact With Guests	16 hours	
	WSQ Work Safely	12 hours	
	WSQ Provide Safety and Security for Guests	12 hours	
	WSQ Promote Tourism	16 hours	
	Others:		

Section A - Particulars of Applicant

Full Name (As per NRIC / Passport):	
Full Name (In Chinese):	NRIC / FIN Number:
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth: / / DD/MM/YYYY
Citizenship: <input type="checkbox"/> Singaporean <input type="checkbox"/> Singapore PR <input type="checkbox"/> Foreigner	Age:
Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Others	Country of Birth:
Race:	
Email Address:	
Residential Address:	
Postal Code: Singapore ()	
Contact Number: (Mobile)	(Home)
Name of Next-of-Kin (NOK):	NOK's Contact Number: mobile no

Section B - Language Profile Please select (✓) accordingly.

Language	Spoken			Written			Dialect	Spoken		
	Proficient	Fair	Poor	Proficient	Fair	Poor		Proficient	Fair	Poor

Section C - Employment Information, Education Qualifications and IT Knowledge

Please select (v)	Please tick the most appropriate sentence that best describe your current employment status.
	I am working in the Hospitality & Tourism industry, and I want to upgrade my skills to improve my work performance
	I am not working in the Hospitality & Tourism Industry, but wish to join the Tourism Industry
	Unemployed

Work Experiences (Compulsory unless without ANY prior working experiences)

From (mm/yy)	To (mm/yy)	Company	Designation

Education/Professional Certifications

Year Obtained	Qualification/Certification	Name of Institution

IT Knowledge

- Internet and Email
 Daily computer usage
 Adept in social media platforms
 Microsoft software

Section D - Additional Information

Salary Range (if applicable):
 \$1000 and below
 \$1001 - \$1499
 \$1500 - 1999
 \$2000 - \$2999
 \$3000 and above
 Others: _____

How did you get to know EASB? (Please tick v)

Newspaper:
 The Straits Times
 TODAY
 Lian He Zao Bao
 Lian He Wan Bao
 Others: _____

- Career Fairs/Exhibition
 Course Preview
 EASB website
 Social Media
 Ex-student
 NATAS Magazine
 SkillsFuture Singapore
 Others: _____

Why did you choose EASB as your preferred training provider?

Section E – Declaration

Please tick (v) either "Yes" or "No" for the below statements.	YES*	NO
1. Have you, or are you, suffering from any physical impediment or disease?		
2. Do you have a problem if your work requires you to be on your feet for long hours?		
3. Have you ever been convicted in a court of law in any country?		
4. Have you ever been declared bankruptcy in a court of law in any country?		
5. Have you ever attended similar/same WSQ course(s) in the past? If YES, please provide the programme name and training provider.		
Applicant's Declaration (I) * Please furnish details if you tick "YES" to any of the above questions.		

Personal Data Protection Act (PDPA)

I allow EASB to collect, use and disclose my personal data or otherwise as permitted by the PDPA (and such other applicable laws or regulations) and for any other legal purpose(s) in order to enable EASB to provide the desired service, information or assistance.

Trainees attending SSG-approved/SSG-funded courses are required to provide their personal email address and mobile number which would be submitted to SSG for survey purposes.

AGREE DISAGREE

Applicant's Declaration (II)

I declare that the information in this application and any documents attached hereto are true to the best of my knowledge and I have not wilfully suppressed any material fact. I accept that if any information given by me in this application is in any way false or incorrect, I may be disqualified or dismissed from the training programme.

Signature: _____

Date: _____

Mode of Payment

1.1 Telegraphic Transfer (TT)

DBS Bank Pte Ltd | Bank No: 7171 | Branch No: 048 | Bank Account No: 048-900262-0 |
Account Name: East Asia Institute of Management Pte Ltd | Swift code: DBSSSGSG

1.2 Cheque

All cheque should be crossed and made payable to **“East Asia Institute of Management Pte Ltd”**.
Cheques will be processed within 5 working days. Post-dated cheques are not accepted.
Please indicate applicant's name, passport number and contact number behind the cheque.

1.3 Cash/ NETS

Payment is accepted at **EASB** cashier counter from Monday to Friday, 9am to 6pm and Saturday from 9am to 1pm, except Public Holidays.

For Finance Department (internal use only)

Payment Mode: Cash / Cheque / Nets	Ref No:	Amount:	Rec'd by / Date:
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