

Application Form

Part Time Programmes

A. PROGRAMME

Programmes	Year	Intake	SkillsFuture Study Award (Yes/No)
WSQ Diploma in Food Services (Culinary Arts)			
WSQ Diploma in Hotel and Accommodation Services			
WSQ Higher Certificate in Food Services (Culinary Arts)			NA
WSQ Higher Certificate in Food Services (Pastry and Baking)			NA
WSQ Higher Certificate in Hotel and Accommodation Services			NA

B. PERSONAL PARTICULARS (IN BLOCK LETTERS)

Family Name (as per NRIC / Passport):

Given Name (as per NRIC / Passport):

NRIC (Singaporean and Permanent Resident) / Passport Number (International Applicant):

Please attach a recent photograph

Nationality: _____ Gender: Male Female

Race: *Chinese / Malay / Indian / Eurasian / Others (Please specify) _____

Marital Status: *Single / Married / Other (Please specify) _____

Date of Birth (DD/MM/YYYY): / /

Residential Address (in Singapore):

Block / House Number: _____ Unit Number: _____ Postal Code: _____

Street Name: _____

Contact Number: (Home) _____ (Mobile) _____ (Office) _____

Email Address: _____

Overseas Address (For International Applicant ONLY):

_____ Postal Code: _____

Overseas Contact Number (For International Applicant ONLY): (Home) _____ (Mobile) _____

C. EMERGENCY CONTACT

Contact Person: _____ Relationship: _____

Contact Number: (Home) _____ (Mobile) _____ Email: _____

**To delete accordingly*

D. CURRENT EMPLOYER

Name of Company: _____

Company Address: _____

Name of Contact Person: _____ Title / Position of Contact Person: _____

Contact Number: (Office) _____ (Mobile) _____ Email: _____

Type of Occupation (Please tick):

- Legislator, Senior Officials and Managers
- Professionals
- Associate Professionals and Technicians
- Clerical Support Workers
- Service and Sales Worker
- Agricultural and Fishery Workers
- Craftsmen and Related Trades Workers
- Plan and Machine Operators and Assemblers
- Cleaner, Labourers and Related Workers
- Workers not Elsewhere Classified

Salary Range (Please tick):

- Below \$1,000
- \$1,000 - \$1,499
- \$1,500 - \$1,999
- \$2,000 - \$2,499
- \$2,500 - \$2,999
- \$3,000 - \$3,499
- \$3,500 and above
- Unemployed

E. QUALIFICATIONS

Highest Qualification (Please tick):

- Lower Secondary
- 'N' Level or Equivalent
- 'O' Level or Equivalent
- ITE Skills Certification (ISC)
- 'A' Level or Equivalent
- NITEC / Post NITEC
- Higher NITEC
- Master NITEC
- WSQ Certificate
- WSQ Higher Certificate
- Polytechnic Diploma
- Professional Qualification & Other Diploma
- WSQ Advanced Certificate
- WSQ Diploma
- WSQ Specialist Diploma
- University First Degree
- University Post-Graduate Diploma & Degree
- Master or Equivalent
- Doctorate or Equivalent
- Others: _____

Have you enrolled for any WSQ course(s) or module(s) with SHATEC and / or other training provider previously? *Yes / No
 Please provide details on course / module title(s) and qualification attained if you have replied 'Yes' to the above and submit copies of certificate.

F. EMPLOYMENT HISTORY (if applicable)

Please state in chronological order (from most recent).

From (MONTH/YEAR)	To (MONTH/YEAR)	Company	Country	Position
___ / _____	___ / _____			
___ / _____	___ / _____			
___ / _____	___ / _____			

G. OTHER INFORMATION (Please circle accordingly)

- Have you ever been arrested by the police or convicted of a criminal offence? Yes / No
- Do you have any existing criminal record(s) in Singapore or overseas? Yes / No
- Are you currently under police investigation in Singapore or overseas? Yes / No
- Have you ever been charged with any offence in a court of law in Singapore or in any country for which the outcome is pending? Yes / No
- Have you suffered, or are suffering from any medical condition, physical impairment, and psychological related illnesses? (Please provide supporting medical documents) Yes / No

Please provide details if you have answered 'Yes' for any of the above questions.

*To delete accordingly

H. COMPANY SPONSORSHIP (if applicable)

This is to certify that the applicant, (Name as per NRIC) _____ will be fully sponsored by (Company Name as per ACRA) _____.

Name of Contact Person: _____ Designation: _____

Signature of Contact Person: _____

Date (DD/MM/YYYY):

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 Company Stamp: _____

Billing Company: _____ Business Registration Number: _____

Billing Address: _____ Postal Code: _____

Contact Number: (Office) _____ Fax: _____ Email: _____

Payment

Company Sponsored applicant(s): The invoice will be billed to the sponsoring company upon application and successful admission into SHATEC. Please make cheque payable to **SHATEC INSTITUTES PTE LTD** and mail it to: 21 Bukit Batok Street 22 Singapore 659589. Attention: Student Administration. (Please indicate your Company Name, Applicant(s) Name, Course Title and Intake on the back of the cheque).

SkillsFuture Singapore (SSG) Subsidy (Full Fee) Eligibility Criteria

For companies that are registered or incorporated in Singapore and training is fully sponsored by the companies. Applicants must be employees who are either Singapore Citizen(s) or Singapore Permanent Residents (SPRs). Applicants must ensure that they achieve at least 75% attendance and must have sat for and passed the examinations/ assessments where applicable.

*Please refer to SkillsConnect at <http://www.skillsconnect.gov.sg/> for any changes or updates to the terms and conditions.

For companies claiming SSG Subsidy, please note that you are required to pay SHATEC INSTITUTES PTE LTD the full course fee in the event of any of the following circumstances:

- Applicant no show
- Applicant is no longer under the employment of the sponsored company
- Subsidy is rejected by SSG

I. APPLICABLE TO SSG FUNDED COURSES ONLY

I understand and acknowledge that:

(Please tick if you are applying for a WSQ course)

- I must achieve at least 75% attendance and pass all assessments to be eligible for course fee funding by SSG.
- I will not be eligible for course fee funding by SSG in the event I fail to meet the attendance **or** assessment requirement.
- SHATEC is permitted to submit my personal information and records to SSG and its authorized subsidiaries, portals, channels of communication etc.
- I am obliged to provide all information deemed necessary to SSG for my course of study by completion of effectiveness surveys conducted by SSG, or its appointed auditor, or its nominated representatives.
- The funded course indicated in this application form is not one for which a grant or funding had been previously awarded to me.
- Minimum 6-month retention in the industry is recommended as part of the obligation for enjoying the funding.
- Funding is subjected to SSG's prevailing corporate policies and final approval.

J. PERSONAL DATA PROTECTION AND PRIVACY POLICY

I understand and acknowledge that:

(Please tick)

- SHATEC is committed to maintain the confidentiality of my personal information and will undertake not to divulge any of my personal information to any third party without my prior written consent, subject to the obligation of SHATEC to disclose to any Singapore government authority, statutory boards, agencies and/or to the organisation confessing/ awarding the qualification, any information relating to me in compliance with the law and/or fulfilment of obligatory requirements associated with my enrolment to SHATEC.
- SHATEC is authorized to contact, correspond and send information for school related purposes to me through any of the contact modes as provided within this application.

K. DECLARATION

(Please tick)

I hereby declare that all information provided by me in connection with this application is true, accurate and complete. I understand that any inaccurate, incomplete or false information given or any omission of information required shall render this application invalid and SHATEC may at its discretion withdraw any offer of acceptance made to me on the basis of such information or, if already admitted, I may be liable to disciplinary action, which may result in my expulsion from SHATEC. I hereby authorize SHATEC to obtain and verify any part of the information given by me from or with any source, as it deems appropriate.

Signature of Applicant

Date

L. OFFICIAL USE ONLY

For exceptional cases (*applicants who do not meet minimum entry requirements*)

For use by Director, Academic and Student Development or Student Administration only	Comments	Date:
Status: *Recommended / Not Recommended		

* To delete accordingly

M. OFFICIAL USE ONLY: ELIGIBILITY FOR TRAINING GRANT

S/NO	Details	Please Tick	
		Yes	No
1.	Singaporean / Singapore Permanent Resident		
2.	25 years old and above		
3.	35 years old and above		
4.	40 years old and above		
5.	Currently in employment		
6.	Income cap is less than \$2,000.00 per month		
7.	PWD aged 13 to 34		
8.	WTS / WIS notification letter		

SSG Grant: Yes No

Using PSEA: Yes No

Using SkillsFuture Credit: Yes No

WTS Funding: Yes No

MES Funding: Yes No