



EMPLOYMENT APPLICATION FORM

Thank you for taking the time to consider HMV for employment. Please complete this application form in block letters & *delete where not applicable.

Please email completed forms to talentsearch@hmv.com.sg or drop it off at any hmv stores in Singapore.

Post Applied For				
Name of Post: _____				
HMV stores are usually open seven days a week, with staff working shifts anytime between 8:55am to 12:00am				
Personal Particulars:				
Full Name (Dr/Mr/Mrs/Mdm/Ms/Miss*)		Home Tel: _____		
		Office Tel: _____		
		Handphone/Pager: _____		
		Email Address: _____		
Residential Address		Overseas Address		
Sex: Male / Female*	NRIC No:	Colour of NRIC Pink / Blue*	Place of Issue	
Nationality	Date of Birth	(For Non-Singaporean only) Passport No: _____		
		Place of Issue: _____		
Ethnic Group	Place of Birth	Date of Issue: _____		
		Date of Expiry: _____		
Religion	Driving License Nil / Class 1 / 2 / 3 / 4*	Marital Status Single / Married / Divorced / Widowed*		
(For Married Applicants only)				
Full Name of Spouse: _____		NRIC No / Passport No: _____		
Date of Marriage: _____		No of Children: _____		
National Service Records (Male Applicant Only):				
Date of Enlistment	Operationally-Ready Date	Rank	Organisation	PES Grading
If you have not served NS, please state reasons for exemption / deferment / not serving: _____				
Educational Qualifications:				
From (ddmmyy)	To (ddmmyy)	Name of Schools / Institutions Attended	Country	Highest Academic / Professional Qualifications Obtained
Knowledge of Languages:				
Written & Spoken		Spoken	Degree of Fluency	

Professional Memberships / Other Educational Certificates / Training Undertaken:		
Description	From (ddmmyy)	To (ddmmyy)

Present & Previous Employment: (State in Chronological Order)					
From (ddmmyy)	To (ddmmyy)	Name of Employer/ Address / Tel No.	Position Held & Brief Description of Duties	Last Drawn Salary	Reason for Leaving
Expected Salary: _____ Notice Period required by present Employer: _____. Are you able to offset notice? Yes / No* Earliest date available if offered appointment: _____					

Additional Information:

How do you learn of the position?

☐ Advertisement
 ☐ Friend
 ☐ Staff
 ☐ Others _____

If through staff, please indicate _____ (Name & Department)

Relative(s) or friend (s) if any served in this company (optional),	
Name:	Position:

The following list shows you various genres which you may work in the store. Please fill in the table below with your preference of genres that you are interested in,			
1. Mandarin / Canto	6. Indie / Alternative	11. World	
2. Korean	7. Hip Hop	12. Jazz	
3. Japanese	8. R & B	13. Soundtrack	
4. Charts / New Releases	9. Easy Listening / Oldie	14. Movies / TV shows	
5. Rock & Pop	10. Classical	15. Accessories / Games	
Choice Genre	1st	2nd	3rd

Please list the artist or band you like most,

Note: Reference from previous employers will not be taken up unless a job offer is made & accepted. Should you be offered employment, this will be subject to HMV receiving at least two references that are satisfactory to us. If you have had less than two previous employers, please give details of an academic / personal reference stating their name, position, telephone number & relation.

Declaration:

- (1) I understand & agree that if appointed, my personal data is accessible by my Snr HR & Admin Executive
- (2) I give my consent to HMV in obtaining & verifying information from or with any source, as you deem appropriate for the assessment of my application for employment
- (3) I declare that the information in this application for employment & any sheets attached hereto are true to the best of my knowledge & I have not wilfully suppressed any material fact. I accept that if any of the information given by me in this application is any way false or incorrect, I shall be disqualified from employment or dismissed from service.

Signation of Applicant

Date

FOR OFFICE USE ONLY			
Interview By:	1. _____	2. _____	3. _____
Date	_____		
Grade: A - Excellent B - Good C - Fair D - Poor			
Job Knowledge	_____	_____	_____
Relevant Experience	_____	_____	_____
Presentation	_____	_____	_____
Attitude	_____	_____	_____
Language	_____	_____	_____
Manner / Appearance	_____	_____	_____
Other Comments: _____ _____ _____			

☐ Rejected

☐ Put on waiting list

☐ Put on record for reference

☐ Position confirmed as _____ at _____

Commencing on: _____

Verified By: _____ Date: _____

Authorised Signature: _____ Date: _____