



**Work Pass Division**

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## **Training Employment Pass Application Form**

This form may take you 30 minutes to fill in.

You will need the following information to fill in the form:

- The applicant's Foreign Identification Number (if applicable)
- The applicant's Work Permit Number (if applicable)
- The applicant's old/new Malaysian Identity Number (if applicable)
- The applicant's Malaysian International Passport Number (applicable to Malaysian only)
- The applicant's educational qualification and work experience details
- The applicant's spouse personal particulars (if accompanying spouse is a Singapore citizen / Permanent Resident / Employment Pass / S Pass or Work Permit holder)
- Accounting and Corporate Regulatory Authority Registration Number / Registry of Societies Registration Number / International Enterprise Singapore Representative Office Registration Number (whichever is applicable)





**PART II (continued)**

Membership of Societies / Organizations <i>(Past 5 years to date)</i>	Position(s) Held	Period	
		From	To

**PART III- APPLICANT'S YEARS OF WORKING EXPERIENCE**

[Please indicate in chronological order. Please do not leave this part blank. Working testimonials, resumes and other attachment should only be submitted as supplements. Period(s) of unemployment should also be stated]

Total years of working experience   Years\*\*      Total years of relevant working experience   Years\*\*

\*\* Please round up to the nearest year

**Working experience relevant to this application**

Period		Name & Location ( <i>State &amp; Country</i> ) of Company	Position Held	Nature of Duties
From	To			

**PART IV- DECLARATION BY APPLICANT**

Please tick (✓) accordingly. If any of the answers is "YES", please furnish details on a separate sheet of paper.

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| (a) Have you ever been refused entry into or deported from any country?     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (b) Have you ever been convicted in a court of law in any country?          | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (c) Have you ever been prohibited from entering Singapore?                  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (d) Have you ever entered Singapore using a different passport or name?     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (e) Have you ever been a Singapore Citizen or Singapore Permanent Resident? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (f) Are you currently a Singapore Citizen or Singapore Permanent Resident?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (g) Have you ever studied or worked in Singapore?                           | <input type="checkbox"/> Yes | <input type="checkbox"/> No |





**PART VIII – DECLARATION BY APPLICANT**

[To be signed by Applicant]

I confirm that the information as set out in Parts I-IV, and VI-VII were provided by me and that the said information is true and correct.

I understand that I may be subject to prosecution if I have provided any information, which is false in any material particular or is misleading by reason of the omission of any material particular.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

**PART IX – DECLARATION BY LOCAL SPONSOR**

We hereby sponsor this application and certify that it is made for the purpose as stated by the applicant. We confirm that the information provided in part V is true and correct. The statements made by the applicant in this application are to the best of our knowledge true. We undertake to be responsible for the stay, maintenance and repatriation of the applicant.

\_\_\_\_\_  
Authorised Signature / Date

\_\_\_\_\_  
Official Stamp of Company / Firm

\_\_\_\_\_  
Name & Designation / Capacity

**PART X – COVENANT BY LOCAL SPONSOR**

WHEREAS the Controller of the Work Passes as a condition precedent to the issue to \_\_\_\_\_ (hereafter called “the Applicant”) of a Training Employment Pass, to work in \_\_\_\_\_ (Name of Applicant) Singapore has required that \_\_\_\_\_ (hereafter called “Sponsor”) shall give security \_\_\_\_\_ (Name of Sponsor and Company Stamp) in respect of the Applicant.

NOW THOSE PRESENT witness that in consideration of the issue to the applicant of a Training Employment Pass, the Sponsor undertakes to:

- i) be responsible for the stay, maintenance and repatriation of the applicant;
- ii) indemnify the Singapore Government for any charges or expenses which may be incurred by the Government
- iii) be responsible for the compliance by the applicant of any quarantine and medical surveillance imposed on the applicant under regulation 8 (2A) of the Immigration Regulations.

## CONSENT

With reference to my application submitted on..... for Training Employment Pass and residence in Singapore, I give my consent to the Government of Singapore to obtain from and verify information with any person, organization or any other source for assessing my application.

Dated.....of.....20.....

.....  
(Name of Applicant)

.....  
(Signature)

.....  
\*\* (Passport / Identity Card No.)

\*\* Delete which ever is not applicable.

# WORK PASS DIVISION

## DID YOU REMEMBER?

- ❑ 1 CLEAR copy of applicant's highest educational certificates.
- ❑ 1 clear copy of the personal particulars page of the applicant's travel document/passport.
- ❑ For company submitting S Pass application, please indicate the company's CPF account number on the application form. Companies submitting their first S Pass application should also attach their CPF contribution statement for the most recent 3 months.
- ❑ For Dependant's Pass application, 1 CLEAR copy of official marriage certificate AND/OR child/children's birth certificate.
- ❑ For adopted dependants, 1 CLEAR copy of adoption certificate.
- ❑ For applicant with Singaporean spouse, 1 CLEAR copy of official marriage certificate.
- ❑ For applicant with common-law spouse, 1 CLEAR copy of embassy-certified document confirming the relationship between the parties.

For the above certificates/documents which are not in English, an \*official English translation is required. Certificates in original languages must also be submitted.

**\*Official denotes certificates/documents issued by the High Commission or embassies.**

- ❑ For Training Employment Pass application, 1 CLEAR copy of the training program.
- ❑ For Short-Term Employment Pass application, a letter from sponsoring company undertaking not to extend the Employment Pass beyond the validity period.
- ❑ For the following professionals, 1 CLEAR copy of the registration with respective professional bodies/accreditation agencies or relevant documents as stated:
  - Nurse – Singapore Nursing Board
  - Doctor – Singapore Medical Council / Traditional Chinese Medicine Practitioners Board
  - Teacher – Singapore Ministry of Education
  - Lawyer – Singapore Attorney-General's Chambers
  - Dentist – Singapore Dental Council
- ❑ 1 copy of application form duly completed (original).
- ❑ Application forms signed by applicant.
- ❑ Application forms signed by authorised officer from sponsoring corporation and are enclosed with corporation's stamp or seal.

**Please do not submit original documents unless otherwise stated.**

**Note:**

***Any person who falsely declares salary, academic qualifications, or submits forged documents in the employment pass application shall be guilty of an offence under the Employment of Foreign Manpower Act (Cap.91A).***