

D. CURRENT EMPLOYER CONTACT:

Name of company _____

Company address _____

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

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

Type of Occupation (Please tick):**Salary Range (Please tick):**

- Legislators, Senior Officials and Managers
- Professionals
- Associate Professionals and Technicians
- Clerical Workers
- Service Workers and Shop and Market Sales Worker
- Agricultural and Fishery Workers
- Production Craftsmen and Related Workers
- Plan and Machine Operators and Assemblers
- Cleaners, Labourers and Related Workers
- Unemployed

- 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/Doctorate
- WSQ Graduate Certificate
- WSQ Graduate Diploma

Have you enrolled for any WSQ course(s) or module(s) with SHATEC and/or other training provider previously? Yes / No
(Please note that any omission in declaration and/or inaccurate or incomplete information provided will affect eligibility for funding (where applicable) and applicants will be liable for payment of full course fee in the event funding is not approved.)

Please provide details on course/module title(s) and qualification attained if you have replied 'Yes' to the above and submit copies of certification.

F. EMPLOYMENT HISTORY

- List in chronological order (from most recent).
- Please attach copies of Employment Letter, Contract and other supporting documents

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

Have you ever been convicted in a court of law in any country? Yes / No

Have you been charged with any offence in a court of law in any country for which the outcome is not yet known? Yes / No

Have you ever been dismissed from employment for misconduct or poor performance? Yes / No

Have you ever suffered or are you suffering from any physical impairment, medical condition, allergy, depression, disease or mental illness? (Provide supporting medical documents) Yes / No

Please provide details if you have answered "YES" for any of the above questions.

H. COMPANY SPONSORSHIP CONFIRMATION (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 Reg. No: _____

Billing address: _____ Postal Code: _____

Contact No: _____ (Office) Fax: _____ Email: _____

Payment and GST

Company Sponsored applicant(s): The official invoice will be handed over to the sponsored applicant(s) upon application and successful admission into SHATEC.

Please make your cheque payable to "**Shatec Institutes Pte Ltd**" and mail it to: **21 Bukit Batok Street 22 Singapore 659589**. (Please indicate your Company Name, Applicant(s) Name, Course Title and Intake on the back of the cheque). GST is not applicable for companies registered overseas.

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. *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:

- No show of applicant(s)
- Applicant(s) is/are no longer under the employment of the Sponsored company
- Applicant(s) is/are retrenched from the Sponsored company
- Subsidy rejected by SSG

I. SSG FUNDED COURSES ONLY

- I understand and acknowledge that:
- (Please tick if you are applying for a WSQ course)
- SHATEC is permitted to submit my personal information and records to SSG and its authorised 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

J. PERSONAL DATA PROTECTION and PRIVACY POLICY

- I understand and acknowledge that:
- (Please tick)
- SHATEC is committed to maintaining 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 conferring / awarding the qualification, any information relating to me in compliance with the law and/or fulfillment 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

- 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. And 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.
- (Please tick)

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 Director 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