

Emergency Contact Person	Relationship	Address	Contact No(s): Home Office HP; E-mail
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PART III - EDUCATIONAL QUALIFICATIONS

SCHOOL / PRE-U OR JUNIOR COLLEGE / POLYTECHNIC / UNIVERSITY	FROM	TO	COURSE STUDIED	CERTIFICATE / DIPLOMA / DEGREE ETC. OBTAINED

LANGUAGE PROFICIENCY (Tick as appropriate)

Languages / Dialects	Spoken			Written		
	Fluent	Fair	Poor	Fluent	Fair	Poor

SPECIAL SKILLS / COURSES ATTENDED OR PURSUING

1. PC Software Applications (specify) :

2. Others (specify) :

PART IV - EMPLOYMENT HISTORY

(Give details of your employment history beginning with the most recent employer)

FROM	TO	NAME OF ORGANISATION	POSITION HELD	BASIC SALARY	REASON(S) FOR LEAVING

PART VII - REFERENCES (To be completed)				
Name	Address	Contact No(s)	Occupation/Designation	Years Known
1.				
2.				
3.				

PART VIII - DECLARATION	
<p>I understand that any false statement made by me on this application or any supplement thereto will be sufficient ground for disqualification or dismissal if appointed. The willful suppression of any material fact will be similarly penalised.</p>	
<p>_____ Signature of Applicant</p>	<p>_____ Date of Application</p>
<p><i>N.B. A copy each of the testimonials and certificates of educational academic & professional qualifications must be attached to this application.</i></p>	

**NOTICE TO EMPLOYEES AND POTENTIAL EMPLOYEES PURSUANT TO THE PERSONAL DATA PROTECTION ACT
("Notice")**

The Personal Data Protection Act (hereinafter referred to as the "Act"), which regulates the processing of personal data in commercial transactions, applies to Oceanus Group Ltd and its Subsidiaries (hereinafter referred to as "our", "us" or "we") as a data user. For the purpose of this notice, terms used herein shall have the meanings ascribed to them in the Act.

1. This Notice serves to inform you that we may process your personal data.
2. The personal data in relation to you may include information on your name, address, contact details, resume, details of birth, education background, employment history, referees and results of employment checks (including background, credit and references checks), copies and other details of identification documents, marital status, racial or ethnic origin, physical or mental health or medical condition(s), commission or alleged commission of any offence or proceedings for any offence committed or alleged to have been committed including past misconduct, the disposal of such proceedings or the sentence of any court in such proceedings and information captured on security systems (including voice, video, Close Circuit Television (CCTV) and security recordings). You may also be required to provide us with your personal financial and social security details, your relatives' personal and financial details, your emergency contact details and details of directorship or shareholding.
3. We may process your personal data, including any additional information you may subsequently provide to us, for the purposes of the contract of service or contract for service or such other contract as may have been entered into between you and us or for the purpose of your employment.
4. In addition to the above, the personal data and the other information collected from you, including any information that you subsequently provide may be used and processed by us for the following reasons:-
 - 4.1. processing employment applications including pre-employment checks;
 - 4.2. determining and reviewing salaries, incentives, bonuses and other benefits;
 - 4.3. consideration for promotion, career development, training, secondment or transfer, performance monitoring, health and safety administration and security and access control;
 - 4.4. monitoring compliance with our internal rules and policies and adherence to our Business Conduct Guidelines;
 - 4.5. complying with the compliance and disclosure requirements of any and all governmental and/or quasigovernmental departments and/or agencies, regulatory and/or statutory bodies

- 4.6. to enforce our rights under employment law or any other applicable laws to defend our rights under the law including but not limited to any disciplinary action or actions relating to the termination of employment; and
- 4.7. purposes relating thereto.
5. Employees and potential employees ought to be aware that failure to supply such data will result in us being unable to process employment applications, or affect our ability to perform our obligations under any potential or existing employment contract and/or your ability to enjoy the benefits of your employment with us.
6. If an application for employment is successful, data about employees (including sensitive personal data) may also be collected from employees during the period of their employment with us and from other sources such as third party background checks, any registered credit reporting agency, any regulatory authorities and any authority, central depository or depository agent in relation to the securities industry.
7. Data held by us relating to employees and potential employees will be kept confidential but we may provide such information to the following parties, whether within or outside Singapore, for the purposes as set out in paragraph 4 above (which parties may also subsequently process, transfer and disclose such data for the purposes set out in paragraph 4):-
 - 7.1. Oceanus Group Ltd and its Subsidiaries or any majority owned affiliates thereof (“Oceanus Group”)
 - 7.2. any agent, contractor, service provider, any professional adviser or third party who provides administrative, telecommunications, human resources management or administrative services (including but not limited to performance of pre-employment or background checks, payroll administration, safety and provision or administration of benefits entitled to by employees) or any other service to the Oceanus Group;
 - 7.3. any other person under a duty of confidentiality to the Oceanus Group which has undertaken to keep such information confidential;
 - 7.4. persons seeking employee references in respect of employees;
 - 7.5. any person to whom the Oceanus Group is under an obligation to make disclosure under the requirements of any law binding on the Oceanus Group or under and the purposes of any guidelines or regulations issued by regulatory or other authorities with which the Oceanus Group are expected to comply;
 - 7.6. any court and/or officer of the court;
 - 7.7. healthcare professional or hospital;
 - 7.8. our auditors;
 - 7.9. our lawyers and compliance professionals;
 - 7.10. our banks; and
 - 7.11. our service providers and vendors.
8. You may access and request for correction of your personal data and/or to limit the processing of your personal data, or make any enquiries or complaints in respect of your personal data, by contacting HR directly
9. Pursuant to the Act, we may refuse to comply with your request for access or correction to your personal data and if we refuse to comply with such request, we will inform you of our refusal and the reason for our refusal.
10. We reserve the right to amend this Notice at any time and will ensure that a notice of such amendments will be made available to you through the Oceanus intranet or through any other mode we view appropriate and suitable.
11. You are responsible for ensuring that the personal data you provide us is accurate, complete and not misleading and that such personal data is kept up to date.
12. If you give us personal data or information about another person, you must first confirm that he/she has appointed you to act for him/her, to consent to the processing of his/her personal data and to receive on his/her behalf any data protection notices.
13. Any personal data supplied by you will be retained by the Oceanus Group as long as necessary for the fulfilment of the purposes set out in this Notice or as is required to satisfy any legal, regulatory and/or accounting requirements.
14. Your continued employment with us is deemed consent for us to collect, process, and store the data in accordance with the above. Failure to consent to the above may result in our inability to perform our obligations under any potential or existing employment contract or your ability to enjoy the benefits of your employment with us.

PART IX – SELECTION DECISION (For Human Resource’s Use Only)

Interviewers for 1st Interview & Date:

Interviewers for 2nd Interview & Date:

Decision:

[] Selected / Rejected (Reason: _____
_____)

[] Proposed Salary / Job Grade: _____

Remarks: _____

Proposed by :

Approved by:

Name / Signature / Date

Name / Signature / Date

Name / Signature / Date