

REQUEST FOR JOB PLACEMENT

Please complete the form & submit it along with a copy of CV to our Student Services Office

NOTE: Only students who have successfully completed a Diploma / Degree programme through SMA Institute can apply. Applications from students who are completing their study with SMA Institute soon (in 1-2 months time) may also be considered for job placement.

SECTION A		
Student's / Candidate's Name (as in NRIC / Student Pass):		Student ID No.:
Course/s Completed/Completing:	Contact No.:	Email Address:
Major/Specialization:	Study Mode: <input type="checkbox"/> F/T <input type="checkbox"/> P/T	Course Commencement:

SECTION B		
Targeted Course Completion Date:	Earliest Date Available for Placement:	Current Employment Status: <input type="checkbox"/> Employed <input type="checkbox"/> Unemployed
Remarks (if any):		

Curriculum Vitae (CV) MUST Include:

- Passport-sized Photograph (attached)
- Personal Particulars of Candidate - Name, Date of Birth, Gender, Contact Details, etc.
- Introduction / Summary of Candidate's Background, Strength, etc.
- Relevant Education/Training Qualifications
- Relevant Working/Industry Experiences
- Expected Salary
- Additional Information e.g. (1) Willing to be relocated, (2) Willing to take on shift work, etc.
- Any other skills that might be useful, e.g. IT skill, language skill etc.

Declaration:

I declare that the particulars provided by me in this form and the attached CV are true to the best of my knowledge, and I have not willfully suppressed any material fact that will affect assessment by the School or the potential employers. I agree that SMA Institute may verify the information given from the relevant sources.

I give consent to SMA Institute to disclose necessary information as indicated in this form and my CV to potential employers. I indemnify SMA Institute against any claims, losses, demands, actions, suits, proceedings, costs and expenses whatsoever which may be taken or made against SMA Institute in respect of any consequences that might unfold from this process.

I understand that (a) this request will be considered solely on the basis of the information above and the documents provided, and (b) SMA Institute is providing this avenue to help placed its students/graduands into the workforce but does not guarantee successful placement / employment nor commits any interview opportunity.

Student's/Candidate's Signature:

Date:

Please return this Form to the Student Services for filing when process is completed