



WESTERN BUILDERS PTE LTD

EMPLOYEE PERSONAL RECORD FORM (EPRF)

Date Emp No.

Full Name

Father's Name

Attach two Coloured
Passport sized
photos here.
(Compulsory
Requirement)

*Note: If using staple
please pin the top right
corner only. Damaged
photos will not be
accepted.*

Personal Details

Height Eye Colour

Weight Complexion

Gender Male Female Race

Scars
Tattoos
Marks
Details

Contact Address in Full

Residential

Postal

Occupation Applying for

Phone Mobile

Email

Contact Person Name

Contact Person's Number Mobile

Bank

Branch

Account No.

T.I.N. #

F.N.P.F. No. (ID Req'd.)

Date of Birth

Marital Status

Date Married (Legally Regd)

Spouse Name

Spouse Occupation

Previous Employment Record (Including this Company - If Ex-Employee state Employee No. & Year)

Employer	Contact Person & Phone No.	Occupation	Previous Experience Date	Reason For Leaving Job From Previous Employer
1				
2				
3				
4				
5				

Education, Qualification & Experience (Attach CV & References)

If Tradesman - List Tools (Use extra pages if required)

	1		12	
	2		13	
	3		14	
	4		15	
	5		16	
	6		17	
	7		18	
	8		19	
	9		20	
	10		21	
	11		22	

**Details of own child, step child, step or legally adopted child under 18 years (or 18 - 27 years in full time at school)
Excluding children earning in excess of \$200.00**

	Full Name of Dependant Child (Maximum 5)	Relationship	Date of Birth
1			
2			
3			
4			
5			

Declaration (Declare that all the information given above is true)

- I have no previous criminal records.
- I had been charged for _____ by _____ court, in year, _____ and was acquitted.
- I had been convicted for _____ by _____ court, in year, _____ and was sentenced for _____ years.
- I have no relations and / or family members working for Western Builders Limited or any other associated companies of A. Jan Group Companies.
- I have relations and / or family members working for Western Builders Limited or any other associated companies of A. Jan Group Companies.

Name	Relationship	Company

		/ / 20	
Employee Name	<i>Employee Signature</i>	<i>Date</i>	<i>Thumb print</i>

(I hereby declare that all the information given in this EPRF is true and is to best of my knowledge)

Witness to employee signature (Authorised company representative - after sighting each & every relevant document)

	Witness Name	Signature	Designation in Company	Remarks	Date
1					
2					

<i>Recommendation as to why this person needs to be employed</i>	<i>Suggested Rate/ Wage: \$</i>
	<i>Suggested By NAME:</i>
	<i>SIGNATURE:</i>
	<i>OCCUPATION:</i>
	<i>(To be confirmed by Head Office)</i>

- NOTE:
- Write details or any information where sufficient space not provided, on a separate sheet (Any person giving false declaration shall be severely dealt with).
 - If any section is incomplete, the office will not be responsible for delays and / or non-payment in wages.
 - Original EPRF will only be accepted. No Faxed or Photocopies.
 - Certified true copy of Birth Certificate required
 - Bank Details - Westpac Account required or Westpac form to be filled and sent within 3 days of employment.
 - Copy of Letter from FIRCA to verify your TIN to be provided.

FOR OFFICIAL USE ONLY

Employee No.

Date Start

Employee Status

#	Date	Approved By	Wage Rate
1.	<i>Start Wage Rate</i>		\$
2.	/ /		\$
3.	/ /		\$
4.	/ /		\$
5.	/ /		\$

Reason for leaving: _____

Outstanding Liabilities with Company / General Comments: _____