

Please attach a  
recent passport  
sized photograph  
of yourself here

# **SINGAPORE INTERNATIONAL VOLUNTEERS**

**Short/ long term In-field Volunteer**

## **PERSONAL HISTORY FORM**

*Please complete this form and return it to:*

*Singapore International Volunteers Programme  
Singapore International Foundation  
9 Bishan Place  
Level 9 Junction 8  
Singapore 579837*

*Tel: (65) 6837 8728 Fax: (65) 6837 8710*

*E-Mail: [siv@sif.org.sg](mailto:siv@sif.org.sg)*

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**PERSONAL HISTORY STATEMENT**

Name:  Title:

(Please underline your surname)

Date of Birth:  NRIC No:  Age:  Female  Male   
(Date/Month/Year)

Mailing Address:   
Postal Code:

(If different from above)

Home Address:   
Postal Code:

Telephone Home:  Fax:

Work:  Email:

Mobile:  Pager:

Can we contact you by telephone during office hours? Yes  No

Your trade or profession:

**PERSONAL PARTICULARS**

To qualify for the SIV Programme an applicant must be a Singaporean or a Permanent Resident of Singapore.

1. Country of birth:  2. Nationality:

3. Race:  4. Religion:

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5. Marital Status:  6. Citizenship:

7. Are you a Permanent Resident of Singapore? Yes  No

8. Have you applied to the Programme before? Yes  No

If so, which year did you apply?

9. Where did you hear about us?  
Please indicate source

Newspapers  Name/Date

Magazine  Name/Date

Newsletter  Name/Date

Radio  Location/Date

TV  Programme/Date

Notice Board  Venue/Date

Publicity Talk  Venue/Date

Others  Please Specify

**COUPLES AND CHILDREN / DEPENDENTS**

Applications are accepted from couples (joint applications). If your spouse wants to accompany you overseas, she/he must complete a separate Personal History Form.

10. Is this a joint application? Yes  No

11. What is your spouse's name?

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12. Do you have children/dependents?      Yes       No

(If yes, go to next section)

Please complete this information.

Names of Children/ Dependent	Sex:	Date of birth:	Relationship to you:	Will they accompany you?	
.....				Yes <input type="checkbox"/>	No <input type="checkbox"/>
.....				Yes <input type="checkbox"/>	No <input type="checkbox"/>
.....				Yes <input type="checkbox"/>	No <input type="checkbox"/>
.....				Yes <input type="checkbox"/>	No <input type="checkbox"/>

**HEALTH**

SIVs are required to have a medical examination before their section is confirmed. You should discuss any existing health issues or concerns with IV staff during the selection interview as this information may help us identify an appropriate placement for you. Please note that health issue will not necessarily preclude an applicant's participation in the SIV Programme.

It is important to begin thinking now about how you might manage your health during an SIV assignment. You should consider:

- Any prior or current medical condition that we need to take into account in identifying an assignment for you (or any accompanying spouse or children)
- Any need for ongoing medication or health check
- Limited availability of health services
- Managing stress
- Change of climate, especially heat, humidity, dust and pollution
- Dietary requirements

Do you have a history of, or any current health condition/s that could affect your ability to live for up to two years in developing country as an SIV?

Yes       No

If yes, please give details:

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Have you ever had any psychological counseling or therapy?  
If yes, please elaborate.

Yes  No

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Do you have any allergies that we should know about?  
If yes, please elaborate.

Yes  No

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**FINANCIAL AND LEGAL ISSUES**

You need to think about the financial and legal implications of being a SIV. If placed, you would normally receive an allowance based on local rates which is enough for modest living in that country. The remuneration may not be enough to cover any other financial commitments.

Do you have any financial commitments (e.g. Insurance policy premiums, housing / car / study loans etc)?

Yes  No

If yes, please specify how these would be met if you are appointed as a SIV.

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Will you be able to meet these commitments if placed overseas?

N/A  Yes  No

Are you currently serving a bond?

Yes  No

If yes, please specify details such as date of expiry of bond and how you will be able to meet this commitment if placed overseas.

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Have you ever been convicted of an offence or felony in any criminal proceedings?  
Or have you been subjected to any disciplinary action by a military court or tribunal?

Yes  No

Are you now under charges for any offense or are there any civil suits or judgments now pending against you?

Yes  No

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Have you ever been charged with or had any complaint made against you for sexual or other offences against children? Yes  No

Have you ever been found guilty of dishonest behaviour in any disciplinary proceedings conducted by an employer? Yes  No

Have you ever been suspended or deregistered from any professional society or organization? Yes  No

If you answered yes to any of the above, please provide details on a separate piece of paper such as the nature of the charge or suit, and current status or disposition including any sentence or fine imposed. Please provide a complete explanation of the circumstances. **This information will be treated confidentially.**

**WORK HISTORY**

- Please complete this section thoroughly. It is important to provide as much detail as possible about your work history. This will help in matching your skills and experience to an assignment.
- Please list your four most recent positions, starting with your most recent position.
- **Please also include a detailed curriculum vitae, as we are unable to process your application without it.**

1. Name and address of employer Date (month/year): From / to /

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Position title and key responsibilities

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Reason for change

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2. Name and address of employer

Date (month/year): From / to /

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Position title and key responsibilities

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Reason for change

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3. Name and address of employer

Date (month/year): From / to /

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Position title and key responsibilities

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Reason for change

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4. Name and address of employer

Date (month/year): From / to /

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Position title and key responsibilities

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Reason for change

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**TIME GAPS**

Please explain periods of time, greater than 6 months, not otherwise accounted for by employment, school, military etc. Give specific dates for each activity:

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**EDUCATION AND TRAINING**

Please list all educational, professional or vocational training that you have undertaken. List **job-related** licenses or certificates that you have, such as nursing; teaching, driving, CPR etc. Photocopies of all qualifications must be sent with this application. Please include academic transcripts if available.

*Start with most recent*

Date (From – To)	Institution of learning on Professional Body	Title of Qualifications	Full or Part-time
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Field of study: _____	Completed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Field of study: _____	Completed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Field of study: _____	Completed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Field of study: _____	Completed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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REFEREES

- If you are applying as a single applicant, you will need to give contact details for three referees. At least two of the referees should be either an employer or colleague who has worked with you, in your nominated field of work. The other should be a friend or a colleague who knows you personally.
- If you are lodging a joint application with your spouse, you will need to submit the names of two referees each (one professional and one personal) and the name of a third shared referee who know you personally as a couple.
- When approaching your referees, you need to inform them that by consenting to support your application they will receive either a letter or telephone call from a staff member. They should also be informed that references given by them will be treated as confidential.

1.  Personal referee  Professional referee

Title: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Postal Code: \_\_\_\_\_

Telephone Home: \_\_\_\_\_ Office: \_\_\_\_\_ H/phone: \_\_\_\_\_

2.  Personal referee  Professional referee

Title: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Postal Code: \_\_\_\_\_

Telephone Home: \_\_\_\_\_ Office: \_\_\_\_\_ H/phone: \_\_\_\_\_

3.  Personal referee  Professional referee

Title: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Postal Code: \_\_\_\_\_

Telephone Home: \_\_\_\_\_ Office: \_\_\_\_\_ H/phone: \_\_\_\_\_

**COMMUNITY/VOLUNTEER ACTIVITIES**

SIV assignments require applicants who demonstrate leadership, creativity, initiative and an ability to work with others. Please describe any active community, volunteer or organizational work in which you have participated. We are particularly interested in activities which demonstrate the following skills or abilities:

- Initiative in starting or carrying out activities
- Planning activities involving others
- Organising other people to participate in activities or to perform tasks
- Motivating others to involve themselves and to maintain their involvement
- Active leadership, supervision or management of others.

List your most recent activity. Use additional sheets of paper if necessary.

Name of Organisation	Position Held	From (dd/mth/yr)	To (dd/mth/yr)	Responsibilities/Achievements

**LANGUAGE, HOBBIES AND OTHER SKILLS AND ACTIVITIES**

Please list the language(s) you speak and/or write indicate the level of proficiency

Language	Spoken and/or Written Weak/Moderate/Strong

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Describe below any additional hobbies, activities, or other interests not elsewhere included. Tick the relevant box to indicate the extent of your involvement.

DESCRIPTION OF SKILL OR INTEREST	Level of Competence		
	Slight Knowledge	Skilled Amateur	Can earn a living

**CROSS CULTURAL EXPERIENCE**

SIVs must be able to observe, accept and cope with the ideas, behaviours, and customs of people different from themselves. If you can, please give an example of a significant experience you have had with people different from you. This could be through foreign travel or at home in your work, school, religious and community groups.

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COUNTRY OF ASSIGNMENT

While countries make specific requests for volunteers, such requests are subject to change sometimes at the last minute. This makes it difficult to always place applicants in the country of their preference. Also, final assignment depends on how well your experience and background meet the requirements of the specific assignment. We therefore ask you to be more flexible about your country of assignment. However, if you do have a particular country, we may be able to honour it. Please use the appropriate box below to indicate what kind of preference you have, if any.

Bhutan	<input type="checkbox"/>	Cambodia	<input type="checkbox"/>	India	<input type="checkbox"/>	Indonesia	<input type="checkbox"/>
Laos	<input type="checkbox"/>	Malaysia	<input type="checkbox"/>	Myanmar	<input type="checkbox"/>	Philippines	<input type="checkbox"/>
Thailand	<input type="checkbox"/>	Timor Leste	<input type="checkbox"/>	Vietnam	<input type="checkbox"/>	No Preference	<input type="checkbox"/>

Please explain your preference

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Please indicate any countries that you would not want to work and why

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Please indicate your preferred departure date for the SIV assignment (month/year)

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**DURATION OF ASSIGNMENT**

The length of SIV assignments can range from three months to one year or more, depending on the needs.

Please use the appropriate box below to indicate what is your preferred length of service?

3 months       6 months       9 months       1 year       more than 1 year

Would you be willing to consider an assignment of a different length of service?     Yes     No

**MOTIVATION STATEMENT**

While most SIVs over the years have been positive about their overseas experiences, service in a developing country presents major physical, emotional, and intellectual challenges. Below, please provide a statement that includes:

- Your reasons for wanting to serve overseas as a SIV, and
- How you see your reasons for wanting to serve as a volunteer are related to your personal life goals and past activities

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If you are selected as a SIV, what would be your two most important objectives?

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Is there any other reason of which the SIV Programme should be aware?

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**DECLARATION**

I certify that to the best of my knowledge the information supplied by me in this application is complete and correct.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**Before returning this form, please ensure that you have:**

- **Answered all the questions on this form**
- **Attached a passport sized photograph**
- **Enclosed copies of your curriculum vitae, educational qualifications and academic transcripts**
- **Signed and dated this form**

All information will be kept confidential. Should you have any questions regarding the Personal History Form or the SIV Programme, please feel free to e-mail us at [siv@sif.org.sg](mailto:siv@sif.org.sg)

The SIV Programme is a flagship activity of the Singapore International Foundation. SIF is a non-profit, non-government organisation established on 1 August 1991 to help Singapore's globalisation efforts. The SIF's mission is to enable Singaporeans everywhere to think globally, feel Singaporean, be responsible world citizens and foster friendships for Singapore.



**Singapore  
International  
Foundation**  
for a better world

Website: <http://www.sif.org.sg>