

## APPLICATION FORM

This form may take you 15 minutes to complete.

You will need the following information to fill in the form:

- ☐ Your NRIC / Employment Pass / Work Permit / Passport
- ☐ Your employer's contact

***Please read the following notes carefully.***

1. Applicants are advised to read the instructions carefully before completing this form.
2. Please submit your completed application form to:

**Singapore Institute of Architects**

**79B Neil Road**

**Singapore 088904**

**Website: [www.sia.org.sg](http://www.sia.org.sg)**

**Tel 62262668 Fax 62262663**

**Email: [pshc\\_course@sia.org.sg](mailto:pshc_course@sia.org.sg)**

All applications and payments must reach SIA before the closing date. A confirmation e-mail will be sent you after the closing date before **21 July 2010**.

**SIA reserves the right to discontinue any class, to alter course curriculum, to amend the scale of fees and to amend any other information without prior notice.**

### 3. Refunds

To withdraw from the course, applicants have to **fax or send in their application for withdrawal**. Please note that proof of fax/ send does not mean proof of receipt by SIA.

<b><i>If notice of withdrawal is given in writing:</i></b>	<b><i>Refund Amount</i></b>
<b>Not later than 7 calendar days before the commencement of the course</b>	50% of the course fee paid
<b>3 days before and upon course commencement</b>	No Refund

**APPLICATION FORM**

Please: a) Use block letters. b) Write legibly.

Course Title:

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Course Date:

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**PART A: PERSONAL PARTICULARS**

\* Delete accordingly

NRIC/ FIN No/ Passport No\*: \_\_\_\_\_

Nationality: \_\_\_\_\_

Name (as in NRIC) Dr/ Mr/ Ms / Mdm\*: \_\_\_\_\_

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Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ (DD MM YYYY)

Gender: Male / Female\* Race: Chinese/ Malay/ Indian/ Eurasian/ Others\*, pls specify \_\_\_\_\_

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

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

Home Number: \_\_\_\_\_

(HP): \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

In case of emergency, Contact Person: \_\_\_\_\_

(HP) \_\_\_\_\_ (O) \_\_\_\_\_

Highest Education Qualification: (Please circle where appropriate)

Master/ Degree/ Diploma/ 'A' Level/Others, pls specify \_\_\_\_\_

## PART B: CURRENT EMPLOYMENT DETAILS

Name of Company: \_\_\_\_\_

Designation: \_\_\_\_\_

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

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

Contact No: \_\_\_\_\_ (Fax) \_\_\_\_\_

Years of training experience: \_\_\_\_\_

## PART C: APPLICANT DECLARATION

I declare all the information given by me in this application is true and correct and I understand that misrepresentation or omission is sufficient grounds for rejection of my application or withdrawal of any place which may be offered and that this withdrawal may take place at any stage during the course I undertake. I also authorize any investigation of the above information for the purpose of verification. I understand and accept the terms and conditions, rules and regulations of the program set by SIA.

Signature of Applicant: \_\_\_\_\_

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

Before submitting to SIA please ensure you have all the items in the checklist ready

- Completed Application form
- 1 copy of NRIC/passport/Employment Pass
- 1 copy of highest academic certificate
- Supporting document or proof of relevant experience such as details of sites involved.





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•Please state the contact particulars for referees for each of the above experience items:

[illegible]

- Provide a summary your skills and knowledge in the following:

## Building design and construction operations

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## Building and construction processes

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Legal and statutory requirements associated with building and construction

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Basic safety and health issues associated with construction operations

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Written and oral communication, presentation, facilitation and problem solving skills