

The Book Council Application

Looking for ways to get involved in Singapore's Literary and Publishing scene?

Hoping to make a real difference in the lives of Singaporeans?

The Book Council is currently looking for leaders to join its small but dynamic Secretariat to be an advocate for and promote its programmes.

The Book Council staff will have the chance to:

- Experience some of the city's best literary events
- Meet writers and members of the book and publishing community in Singapore and the region
- Assist in organising training programmes
- Develop personal and professional relationships with members of the literary arts and publishing community

We are looking for young professionals in the literary and publishing field who are passionate about our mission and who are looking for meaningful ways to engage with our diverse initiatives. You can be a young writer on the side; Marketing and PR Executive hoping to get experience in the non-profit sector, or someone mature looking to give back to your community.

The applicant will be required to:

- Collaboratively plan several programmes per calendar year
- Promote the programmes widely and effectively
- Attend to administrative routine related to events organisation
- Get sponsorships for programmes organised whenever possible
- Administer the awards for literary excellence
- Engage the communities especially those conversant in the mother tongue

After reviewing our website (www.bookcouncil.sg) please complete the application below.

We look forward to working with you to ensure that Singapore's writing and publishing continues to flourish and we effectively serve as the literary and publishing hub for Asian content.

R Ramachandran
Executive Director

NATIONAL BOOK DEVELOPMENT COUNCIL OF SINGAPORE

50 Geylang East Avenue 1, Singapore 389777
Tel: 6848 8290 Fax: 6742 9466



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The Book Council

APPLICATION FOR EMPLOYMENT

Position Applied For

Please Affix Recent Photo Here

PERSONAL PARTICULARS (* Please delete if inapplicable)

* Mr / Mrs / Miss / Mdm (Full Name as shown in Identity Card/ Passport.)

Postal Address		Home / Office Telephone No.
Email Address (if any)		Mobile Phone / Pager No.
NRIC / Passport No.	S'pore Permanent Resident / FIN No. and Issue Date	Colour of NRIC * Pink / Blue
Date of Birth	Sex * Male / Female	Marital Status * Single / Married

EDUCATION & TRAINING

School / Institution	Year		Course / Major	Highest Qualification
	From	To		

EMPLOYMENT HISTORY (State the most recent employer first)

From mth/yr	To mth/yr	Name of Organisation	Position Held	Nature of Job	Reasons For Leaving

Earliest Date Available if Appointed with the National Book Development Council of Singapore _____

REMUNERATION (Please delete if inapplicable)

EXPECTED	
Monthly Gross Salary	
Bonus	\$ _____ No. of Mths. _____

NATIONAL SERVICE RECORDS (Applicable to Male Singapore Citizens Only)

Date of Enlistment	Operationally-Ready Date	Current Rank/ Vocation	Organisation: SAF/SPF/SCDF

If you have not served NS, please state reasons:

INFORMATION TECHNOLOGY (IT) EXPERIENCE / KNOWLEDGE

Computer Software, Systems and Languages used:

LANGUAGE PROFICIENCY

Spoken	Written

OTHER USEFUL INFORMATION

Any other information which is important to you and will support your application (Scholarships/ Awards / ECA / Hobbies etc.)

CHARACTER REFEREES

Please provide two character referees who know you in **employment** or **private** life, but are **non-relatives**.

Name	Address	Contact No.	Relationship to Applicant	No. of Years known

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- A) I declare that the above information and documents attached hereto are true to the best of my knowledge and belief, and that I have not willfully suppressed any materials.
- B) I confirm that I am not related to any current paid staff or Executive Committee members of The Book Council.

Date

Signature of Applicant