

## シンガポール航空面接持ち物★アプリケーションフォームの書き方

<https://ameblo.jp/vic-english/entry-12157847016.html>

2016年05月07日(土)

テーマ: シンガポール航空

シンガポール航空の面接まであと一週間ですね👩🏻❤❤

今日は面接の持ち物をチェックしましょう。

### 【シンガポール航空 面接時に必要な書類】

#### ① 英文アプリケーションフォーム

(WEB エントリー通過メールに添付されてくるアプリケーションフォームを記入して持参する)

#### ② パスポートサイズの写真

(英文アプリケーションフォームに貼付する)

#### ③ 和文履歴書(顔写真貼付)

#### ④ パスポート原本とコピー(コピーは顔写真の部分)

#### ⑤ birth certificate 出生証明書

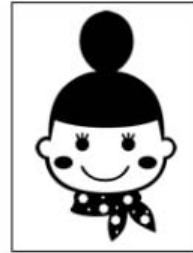
#### ⑥ educational certificate 卒業証明書



これから、🍎英文アプリケーションフォームの書き方について  
詳しくご案内します！

その他の書類については🐻[エアライン受験なんでも相談室](http://www.vic.com/bbs/)(<http://www.vic.com/bbs/>)に寄せられたギモン・回答も最後にまとめて掲載していますので、参考にしてください！

CONFIDENTIAL



APPLICATION FOR EMPLOYMENT

PLEASE READ THESE INSTRUCTIONS CAREFULLY.

- This form is to be completed in block letters.
- Do not leave any item blank. If it is not applicable to you, indicate N.A.
- For those items accompanied by an \*, please circle the appropriate item.
- False particulars or wilful suppression of material facts will render you liable to disqualification, or, if appointed, to dismissal and/or appropriate legal proceedings.
- SIA does not enter into correspondence with regard to the reasons for non-selection of candidates.
- This form has been designed to provide us with your basic information for processing of your application for employment with us. It also serves as our personal record should you be employed.
- Please note that some of the information required below, such as race, religion, marital status, are for administrative purposes only and does not factor into the hiring process.

空欄のないように！

記入することがない場合は「N.A.」と記入

A POST APPLIED FOR (State advertisement/ medium and date)	Cabin Crew				
B FULL NAME as stated in NRIC or Passport (Underline Surname/ family name)	Dr/Mr/Miss/Mrs/Mdm* 名前 <u>Hanako Yamada</u>			NRIC NO (FOR SINGAPORE CITIZENS OR PERMANENT RESIDENTS) <u>Pink/Blue*</u>	
C ADDRESS AND CONTACT NUMBER	Residential Address 現住所 <u>5-1-3, Roppongi, Minatoku, Tokyo, 106-0032, Japan</u>			Home Tel 自宅電話番号 ない場合はN.A.	
	Postal Address (if different from above) 連絡可能な住所 (上記と異なる場合のみ、ない場合はN.A.と記入) <u>2-4-12, Nakazakinishi, Kitaku, Osaka, 530-0013, Japan</u>			Pager/Handphone No 携帯電話番号 <u>+81-90-0000-0000</u>	
	E-mail Address メールアドレス			Office Tel 勤め先電話番号	
D NATIONALITY, RACE, MARITAL STATUS, RELIGION, HEIGHT AND DRIVING LICENCE	Date of Birth 誕生日	Age 年齢	Weight 体重	Height 身長	Place of Birth 出生地
	Race: Chinese/Malay/Indian/Eurasian/Other* (please specify)* 民族 <u>Japanese</u>			Religion: <u>Buddhist</u> /Muslim/Christian/Hindu/Other*	
	Marital Status: <u>Never Married</u> /Married/Widowed/Divorced/Separated*			If registered as Singapore citizen, please state registration number and date of issue of Citizenship. NO <u>N.A.</u> DATE <u>N.A.</u>	
	FOR NON-SINGAPORE CITIZEN please state Passport or Identity Card number and country of issue パスポート番号、発行国名				
	SINGAPORE PERMANENT RESIDENT STATUS: Yes/No* If yes, please provide: Reference Number <u>N.A.</u> Date obtained <u>N.A.</u> Do you hold a driving licence? If so, what class of license? <u>Yes. Class One Driver's license</u>				
E EMPLOYMENT PASS AND WORK PERMIT (FOR NON CITIZEN) 労働ビザ/労働許可証	Employment Pass/Work Permit* Number	Date of Issue	Expiry Date		
	<u>N.A.</u>	<u>N.A.</u>	<u>N.A.</u>		
F NATIONAL SERVICE (For Singapore Citizens and Permanent Residents only) シンガポール国民 /永住者	Liability: FULL-TIME/PART-TIME/EXEMPTED/REGULAR* <u>N.A.</u>				
	Enlistment Date	Operationally Release Date	Highest Rank Attained		
	<u>N.A.</u>	<u>N.A.</u>	<u>N.A.</u>		
	Vocation	Unit Attached To			
<u>N.A.</u>	<u>N.A.</u>				
If Exempted, state reasons for Exemption <u>N.A.</u>					


<b>G PARTICULARS OF NEXT-OF-KIN (FAMILY MEMBER or SPOUSE, if married)</b> <b>世帯主 (既婚者は配偶者)</b>	Name 名前 Ichiro Yamada		NRIC/Passport No パスポートナンバー AB01234567		Relationship 応募者との関係 father
	Date of Birth 誕生年月日 1964/10/1		Race 民族 Japanese		Religion 宗教 Buddhist
	Home Address 住所 2-4-12, Nakazakinishi, Kitaku, Osaka, 530-0013, Japan				Home Telephone 電話番号 +81-06-0000-0000
	Occupation/Employer 職業/会社名 banker/VIC bank			Citizenship 市民権 Japanese	
<b>H PARTICULARS OF YOUR CHILDREN (Whether by birth or adoption)</b> <b>子供</b>	Name	NRIC/Birth Certificate No	Occupation, Name of Employer/School (if applicable)	Relationship to Applicant	Date of Birth
	N.A.	N.A.	N.A.	N.A.	N.A.
<b>I PARTICULARS OF PARENTS/BROTHERS/SISTERS</b> <b>家族</b>	Name	NRIC/Passport No	Occupation, Name of Employer/School (if applicable)	Relationship to Applicant	Date of Birth
	家族の名前	パスポートナンバー	職場、学校	本人との関係	誕生年月日
	Takako Yamada	AB01234567	housewife	mother	1965/11/1
		※パスポートナンバーがわからない、もしくはまだパスポートを取得していない場合はN.A.			
<b>J QUALIFICATIONS (Attach relevant certificates for each category)</b> 学歴					
GCE 'O'/SPM® (or equivalent, please state): junior high school			GCE 'A'/STPM® (or equivalent, please state): high school		
Name of School	Junior High School	Year: 3	Name of School	Senior High School	Year: 3
Subject		Grade	Subject		Grade
科目名 (English/Math/Japanese/Historyなど)		成績			
3つくらいピックアップして記入)		(A、B、C、Dなど記入)			
Diploma/Special Courses (other than degree)		Institution/Year of Graduation			
資格 (日本のシステムにはないもののため、ほとんどの方がN.A.)		N.A.			
<b>FIRST DEGREE</b> 短大生...A.A. 四年制大学...B.A.	Institution & Country 大学名 & 国名		From: 2008/4/1 在学期間		
	Degree studying for/obtained (please state major if any) 学生はstudying for, 社会人はobtained (学部学科名を記入)		To: 2012/3/31		
Higher Degree/Post-Graduate/Professional Qualification		Class of Honours or Grade Point Average Expected/Awarded <sup>9</sup> 3.8 GPA (海外で一般的に使われている評価方法)			
大学院 (なければN.A.)					


<b>K CHARACTER REFEREES</b> Give particulars of 2 referees (other than relatives). They should be responsible persons who know you well and at least one should be well acquainted with you in your private life. Names of distinguished persons must not be given unless they know you well and have agreed to be your referees. Testimonials from these referees should not be sent. STA will write to them if necessary.  推薦人2名	①	Name 名前					
		Address 住所					
		Occupation and organisation 職業/会社名				Period Known 知り合い期間	
	②	Name Taro Suzuki					
	Address 3-13-24, Meieki, Nakamura-ku, Nagoyashi, Aichi, 450-0002, Japan						
	Occupation and organisation professor				Period Known for 8 years		
<b>L EXTRA CURRICULAR ACTIVITIES</b>							
State your ECA in school/college/university/community/workplace giving level of participation and office held. (Use separate sheet if space is insufficient.)  学校、部活、サークルや職場などでのあなたの役割 (自己PR)							
<b>M CURRENT EMPLOYER 現職</b>							
Name & Address of Company	Current Position	Period with company		Present salary		Bonus/AWS/Fringe Benefits	Reason for wanting to leave
		From mth/yr	To mth/yr	Basic	Allowances		
会社名 & 住所	役職	期間 ~から	~まで	基本給	手当	賞与	現職を離職したい理由
<b>N PREVIOUS EMPLOYMENT HISTORY, INCLUDING SELF-EMPLOYMENT EXPERIENCE AND PART-TIME JOBS</b> including any modelling or acting assignments (Use separate sheet if space is insufficient.) 職歴							
Name & Address of Company	Position held	Period with company		Present salary		Bonus/AWS/Fringe Benefits	Reason for leaving
		From Mth/yr	To mth/yr	Basic	Allowances		
会社名 & 住所	役職	期間 ~から	~まで	基本給	手当	賞与	離職した理由
<b>REFERENCE TO PREVIOUS EMPLOYERS AND SALARY EXPECTED</b>							
Do you object to reference being made to your present/previous employers? If yes, why?				Notice period required by your employer		Salary Expected	
No				現職を退職するまでに必要な期間		希望給与額	
<b>O LANGUAGES 言語について</b>							
State the language you can write and speak and standard of proficiency – <b>Fluent, Good, Satisfactory, Poor</b> 自分が書ける、話せる言語とそのレベルについて記入							
Language	Standard		Language	Standard			
	Written	Spoken		Written	Spoken		
Japanese	Fluent	Fluent					
English	Fluent	Fluent					
Korean	satisfactory	satisfactory					


P ANSWER THE FOLLOWING QUESTIONS BY INDICATING (✓) IN THE APPROPRIATE BOX. IF "YES" GIVE DETAILS IN THE RIGHT HAND COLUMN			
1.	Have you ever been charged with any offence or convicted by any Court or detained by the authorities under the provisions of any law in any country? ( <b>Important:</b> Please note you must give full details of any charges made against you even if you were eventually acquitted by the Court). 法的処分を受けたことがあるか	Yes	No ✓
2.	Has any bankruptcy action ever been taken against you? 破産宣告を受けたことがあるか		✓
3.	Has any Court judgement or order ever been made against you ordering you to pay a debt to someone? 連帯保証人の責任遂行を告知されたことがあるか		✓
4.	Have you signed a promissory note or an acknowledgement of indebtedness for which the amount pledged has not already been fully repaid? 未払い手形や負債に関わっているか		✓
5.	Have you ever been employed in any capacity with SIA, its predecessors or its subsidiaries? Give designation, period of employment and reason for leaving. シンガポール航空や関連会社で働いたことがあるか		✓
6.	Have you applied on any previous occasions for employment in any capacity with SIA? Give date and position applied for. シンガポール航空に応募したことはあるか →ある場合は応募した時期と職種を記入。		✓
7.	Do you have any relatives who are currently employed by SIA? If yes, please give designation, name and relationship. シンガポール航空で働いている親族がいるか		✓
8.	Are you involved in any business undertaking? (e.g. Directorship, Partnership, etc.) 事業経営に関わったことがあるか		✓
9.	Have you suffered from any mental illness or any physical illness or disability for which you have received medical treatment? (e.g. diabetes, tuberculosis, epilepsy, asthma, etc.) 病気で治療を受けた身体的、精神的病歴があるか		✓
10.	Are you confident to swim with a life jacket? ライフジャケットを着て泳ぐことができるか	✓	
11.	Have you any tattoos, visible scars, birthmarks and/or pigment spots on your face, neck, hands, lower arms and lower legs? 身体の見える部分(顔、首、手、腕など)にタトゥー、傷やあざはあるか		✓
12. a.	Are you currently wearing any dental braces? If yes, please proceed to question 12b. 歯科矯正をしているか		✓
b.	Please state expected date of removal of braces. 矯正している方は矯正器具を外せる予定日を記入	NA	NA Date of Removal of Braces:
<b>Q DECLARATION</b>			
<p>By submitting this form, I declare that all the information provided in this application for assessing my suitability for employment is true to the best of my knowledge and that I have not wilfully withheld any relevant particulars. This declaration, shall, if I am employed by the Company, be part of my contract of service. I accept that if any of the information given by me in this application for employment is in any way false, or incorrect, the Company shall have the right to reject my application, withdraw any offer of employment or dismiss me without notice and without assigning any reason.</p>			
Signature: _____		Date: _____	
署名		日付	

## エアライン受験なんでも相談室(<http://www.vic.com/bbs/>)に寄せられたギモン・回答


 アプリケーションフォーム、日本語の履歴書は手書き？それともPCで打ち込む？

 特に指定がなければ、どちらでも良いと思います。日本語履歴書は手書きが一般的だと思いますが、PCで作成したものでも問題はないはずです。


 日本語の履歴書は自分で作るの？それとも市販の履歴書を使っても良いの？


 和文履歴書については特に指定はありませんので、ご自分で作成したものでも、市販のものでも構わないと思います。

 birth certificate 出生証明書ってなに？


 日本では出生証明書はありませんので、戸籍抄本の原本にその英訳を添えてお持ちください。  
(戸籍謄本は世帯全員分なので、ご本人の情報のみ記載されている戸籍抄本で十分です。)この英訳を「写し」と表現しているかと思います。  
戸籍抄本の英訳サンプルは下記でご紹介していますので、参考にしてください。  
<http://ameblo.jp/vic-sendai/entry-12009398602.html>

 英文の学業証明書が間に合わない！

 面接日まで間に合わない場合には和文のものを持参して、英文のものは後日提出する旨お伝えになればいいと思います。

 現在、大学の単位が足りず卒業見込み証明書を発行できないので、成績証明書のみ提出することとは問題ないでしょうか？

 卒業見込証明書を提出できない場合は、成績証明書で問題はないです。

 卒業証明書は高校と大学両方必要でしょうか？

 最終学歴を証明できればいいと思うので、高校の卒業証明書は特に必要ないかもしれません。