

### Your details

\*Remark: Please provide a business card where possible

First Name	
Last Name	
Nationality	
ID / Passport No. / Work Permit	
NRIC / FIN *as per MOM reporting requirement, please provide your full NRIC/ FIN number for the purpose of referring you to our clients	
Address	
Mobile Phone	
Email	
Notice Period and Availability	
Current Employment Situation	
Education Level	
Will you be interested in a contract role?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is this your first time interviewing with Robert Walters?	<input type="checkbox"/> Yes <input type="checkbox"/> No

### If yes, where did you hear about Robert Walters? Please tick

- |  |   |
|--|---|
| <input type="checkbox"/> Robert Walters Website                        | <input type="checkbox"/> Robert Walters advertisement |
| <input type="checkbox"/> Robert Walters Networking Event/ Seminar      | <input type="checkbox"/> LinkedIn                     |
| <input type="checkbox"/> Referral. Who referred you? _____             | <input type="checkbox"/> eFinancial Careers           |
|  | <input type="checkbox"/> Job Ad                       |
| <input type="checkbox"/> Robert Walters Staff. Who referred you? _____ | <input type="checkbox"/> Others _____                 |

### References

Name	Company	Title	Contact No.

This Letter of Candidature (“LOC”) is a general summary of Robert Walters Singapore’s Privacy Notification. For more information, please refer to our Privacy Notification (<https://www.robertwalters.com.sg/about-us/legal/our-policies/privacy-policy.html>).

1. **Identity of the data collector:** Robert Walters (Singapore) Pte Ltd and its local and overseas affiliates (collectively, “**Robert Walters**”).
2. **Purpose of collection:** Robert Walters may collect, use and process personal data you have provided either through this LOC or during any subsequent engagement with Robert Walters, for the following purposes (Collectively, the “**Purpose**”):
  - (1) Representing you for employment opportunities within Robert Walters or with our clients (the “**Recruitment Purposes**”).
  - (2) Improving and enhancing the processes for operations to better achieve the Recruitment Purpose.
  - (3) Sending you including but not limited to news, service, marketing, surveys and employment opportunities information via phone calls, SMS, fax, postal mail and emails or any other methods of communication which is directly or indirectly in connection with the Purpose of the processing your personal data.
3. **Classification of the personal data:** Robert Walters may collect, use and process various types of personal data about you (including the personal data in this LOC, other personal data that you have provided to Robert Walters, or personal data already in the public domain) as necessary to achieve the aforementioned Purpose.
4. **Time period, area, recipients and method of the use of personal data:** Robert Walters may use or store your personal data with appropriate security measures for such period of time as Robert Walters is conducting its business in this jurisdiction in accordance with relevant laws. Your personal data may primarily be used within Singapore but may be transmitted to countries where Robert Walters operates, to a third-party processing personal data on behalf of Robert Walters, or to Robert

Walters affiliates or clients when Robert Walters deems necessary in accordance with the Privacy Notification.

5. **Your rights and ways to exercise the same:** You may exercise your rights in accordance with the applicable laws with respect to your personal data kept by Robert Walters by notifying Robert Walters in writing or via email to [SingaporeDPOs@robertwalters.com.sg](mailto:SingaporeDPOs@robertwalters.com.sg), including the following rights:
  - (1) Rights to inquire about, request to review or request a copy of the personal data;
  - (2) Rights to request to update your personal data;
  - (3) Rights to request to terminate collection, use or processing or to delete your personal data to the extent that Robert Walters is not otherwise legally entitled to retain the same.
6. **Consequences of your refusal to provide your personal data to Robert Walters:** You may oppose the collection, use, processing or sharing of your personal data. If you choose to withhold, to limit or to withdraw your consent to collection, use, processing or sharing of your personal data, Robert Walters may not be able to provide you with complete services.
7. If you provided personal data of another person to Robert Walters, you represent and warrant to Robert Walters that you have informed such person of Robert Walters’ personal data collection and processing activities under this LOC and showed such person a copy of this LOC and obtained legitimate consent of such person in accordance with applicable laws prior to sharing his/her personal data with us, or apply other lawful basis to ensure that Robert Walters can collect, use and/or disclose personal data of the aforementioned third party. You will indemnify Robert Walters for any cost, charge, damage, expenses or loss incurred to Robert Walters due to your failure to comply with this provision.

Should you have any questions regarding the use and disclosure of your personal data, you may contact your consultant or contact us at [SingaporeDPOs@robertwalters.com.sg](mailto:SingaporeDPOs@robertwalters.com.sg).

To Whom It May Concern:

I declare and confirm that I have read, understand and agree to the above and Robert Walters Singapore's Privacy Notification.

I confirm that I have approached Robert Walters voluntarily for employment opportunities and Robert Walters has in no way solicited my candidature for any role. If Robert Walters successfully places me in a new position, I give my permission for Robert Walters to show this acknowledgement to my employer at any time if Robert Walters is required to prove that they were acting on my instructions to present my profile to the client.

I represent and warrant that the data I have provided to Robert Walters through this LOC or during any subsequent engagement with Robert Walters is true, complete and accurate. I acknowledge that if any personal data I have provided to Robert Walters changes, it is my responsibility to inform Robert Walters promptly to ensure that the personal data held by Robert Walters remains up to date.

Yours sincerely

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**Signed by Candidate**

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**Print Name**

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**Date**

CONFIDENTIAL