NUS Student Work Scheme (NSWS-Teaching Assistant)

Supplementary Form

*(Strictly for use in Department of Biological Sciences)*

Instructions to apply:

* Approach relevant DBS Module Coordinator/Full-Time Teaching Assistant and mutually agree on the proposed part-time teaching appointment details;
* Fill in all details to be completed by student on this form;
* **Place the application at the Graduate Studies Office mailbox located at DBS Administration Office Block S3 Level 5.**

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| To be completed by Student |

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| **A. Student Particulars** |

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| **Title** | **Name** (Underline surname) | **Student No.** |
| **Birth Date** (dd/mm/yyyy) | **Home Department** |
| **Programme Type** | **Degree** |
| **Citizenship** (Please tick accordingly [ 🗸 ] ) |
|  | [ ] |  Singapore Citizen (NRIC No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ) |
|  | [ ] |  Singapore Permanent Resident (NRIC No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ) Date of Issue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | [ ] | International Citizen (FIN No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ) (Nationality: \_\_\_\_\_\_\_ ) |
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| **Singapore Mailing Address:**Postal code ( ) | **Contacts** |
| Telephone No.: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Handphone No: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Email Address: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **B. Proposed Appointment:**  |

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| Period [Please state semester (e.g. Sem 1 AY2015/16) or period from: \_\_\_\_ to \_\_\_\_ (dd/mm/yyyy)].Total no. of proposed hours: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Teaching Assistant Duty (Please give the module code that you are teaching). |
| **Is this appointment for claiming payment?** (please circle accordingly) YES/ NO |
| **Are you currently holding another part-time appointment in NUS?** **Choose an item.** **If “Yes”, please state:**Total no. of working hours per week : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Current Rate of payment : $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **C. Other Information:** |

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| **For Graduate Research Students Only** | 1. Are you a NUS Research Scholarship/Award holder? **Choose an item.**
2. Are you on Graduate Assistantship Programme (GAP)? **Choose an item.**
3. How many hours of GAP have you completed? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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| Name of Scholarship/Award: |
| Award start date: | (dd/mm/yyyy) | Award expiry date: | (dd/mm/yyyy) |
| Please obtain the necessary endorsement from your Research Supervisor:**I support/do not support\* the student’s proposed appointment.** |
|  Name of Research Supervisor | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  Department | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date  | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **For All Students** | **Will you be working in the same department as your Home Department?****Choose an item.****If “No”, please obtain the necessary endorsement from the Administrative Staff at your Home Department before submitting the form to the Hiring Department (where you will be employed).**  |
|  Name of Department Staff | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  Department | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date  | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Applicant's Declaration:**

I declare that the information I have provided in this application form is, to the best of my knowledge and belief, correct

and complete. I understand that any false or willfully suppressed information will render my application null and void;

and if appointed, I agree that my appointment shall be terminated.

Signature of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Approval/Acknowledgement of Module Coordinator(s)/Full Time Teaching Assistants** |
| Module | Module Coordinator(s) /Full Time Teaching Assistants | Signature and date |
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| To be completed by Approving Officer in Hiring Faculty/Department |

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| **I approve/do not approve\* the proposed appointment.** |
| **Rate of payment**: $  |  \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | per hour | **Total remuneration**: $  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  Name  | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  Designation | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date  | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

***\* To delete as appropriate.***

Ver 24/10/2016