**Applying for Job at NTRUST Singapore Pte Ltd**

Selection decisions for positions within NTRUST are based on the following elements:

1. The Written Application
2. The Interview

The following guidelines aim to assist candidates in preparing for the written application and the interview.

NTRUST reserves the right to not proceed with employing any candidates if there are adverse findings in background screening.

**The Written Application**The aim of the application is to determine your experience, qualities and skills.

The application is used by NTRUST’s selection panel to assess a candidate’s writing skills as well as their eagerness for the role. Please ensure that you are focussed and well-organised. Demonstrate your preparedness by ensuring that it is sufficiently detailed as well as free of spelling or grammatical errors.

**The Interview**

Many candidates are nervous about interviews. The key to a successful interview is solid preparation

On the basis of the selection criteria, you will be asked a range of questions to determine your knowledge and skills. These could include scenario-based questions and past experiences.

The following interview tips might be helpful:

* Know your story:
	+ Relate your background, skills and knowledge to the position;
	+ Consider what you had done and what you might have done differently in a past incident;
	+ Convey your points across accurately and articulately; and
* Know the role you are applying
	+ Be familiar with the selection criteria;
	+ Understand the organisation’s vision, purpose and how does you applying fit into the picture; and
	+ Understand the standard work levels required;
* Practice aloud to get comfortable with the examples that you might present
* Dress appropriately for the interview
* Questions tend to be broad, open and experience-based questions to allow you to convince the interviewer of your compatibility for the job
* Present yourself clearly and confidently
* Always be prepared to add further comments or ask questions relevant to the role