

DOS AND DON'TS WHEN PLACING JOB ADVERTISEMENTS

TAFEP advises employers to abide by the principles in the Tripartite Guidelines on Fair Employment Practices. Here are examples of what is acceptable and not acceptable in a job advertisement.

Nationality Words or phrases that exclude Singaporeans or indicate preference for non-Singaporeans should not be used.	
Not Acceptable <ul style="list-style-type: none"> • Non-Singaporeans preferred • Singaporeans and Malaysians preferred • Singaporeans and Malaysians welcomed • Singaporeans and Filipinos (or other nationalities) • Employment Pass/S Pass/ Work Permit / Dependant's Passes / Long Term Visit Passes Holders only 	Acceptable <ul style="list-style-type: none"> • No mention of any nationality • Only Singaporeans
Language If a job entails proficiency in a particular language, employers should justify the need for the requirement.	
Not Acceptable <ul style="list-style-type: none"> • Mandarin is an advantage • English/Chinese (Mandarin) speakers • Speak Mandarin • Putonghua an advantage 	Acceptable <ul style="list-style-type: none"> • Chinese-language teacher for pre-school centre, good credit in 'O' Level Chinese • Translator for a leading Malay sports magazine. Proficiency in Malay is a must.
Age Words or phrases that suggest preference for job candidates of a particular age group should not be used.	
Not Acceptable <ul style="list-style-type: none"> • Below 30 only • Youthful working environment • Age 25-30 only • Fresh graduates are welcome to apply 	Acceptable <ul style="list-style-type: none"> • Older workers welcomed • Job is suitable for older workers • 3 years of relevant experience • No experience required
Race Race should not be a criterion for the selection of job candidates as multi-racialism is a fundamental principle in Singapore.	
Not Acceptable <ul style="list-style-type: none"> • Chinese preferred • Prefer Malays 	Acceptable -

Religion	
Religion is unacceptable as a criterion for recruitment except in cases where employees have to perform religious functions as part of the job requirement.	
Not Acceptable	Acceptable
<ul style="list-style-type: none"> • Christians preferred • No Muslims. Work involves handling pork and beef 	<ul style="list-style-type: none"> • Chinese restaurant needs chef. Requires handling of pork and beef.
Gender	
Words or phrases that suggest preference for job candidates of a particular gender should not be used.	
Not Acceptable	Acceptable
<ul style="list-style-type: none"> • Strong guys needed • Preferably female • Female working environment 	<ul style="list-style-type: none"> • Women's fashion boutique requires sales staff to model clothes while on the job • Physical work required
Marital Status	
Generally an irrelevant criterion in employment as jobs can be performed equally well by either married or single persons.	
Not Acceptable	Acceptable
<ul style="list-style-type: none"> • Preferably singles 	<ul style="list-style-type: none"> • Frequent overseas travelling is expected