

3. Photos

You must submit **1 full length formal, 6 passport size and 2 casual photographs** following the guidelines and sample photos provided below. All photos can be submitted in hard copies or via e-mail.

A. Full length Formal Photo x1 - 10cmsx15cms or 4x6"

Posture

- Full length (top of your head and your shoes visible)
- BIG smile** as per picture below
- Hands relaxed and visible on the side
- Standing straight with both legs together

Standards

- In colour, plain background
- Facing the camera
- Clear but not retouched
- Business attire (jacket buttoned up)

Female Grooming

- Fitted shirt/blouse, fitted long sleeved jacket
- Fitted knee length skirt with skin colour stockings
- Near hair tied at the back (no visible pony tails or hair buns)
- No neck scarves, conservative/minimal jewellery and visible make up
- High heel court shoes required. Open toe or ankle straps shoes are not suitable

Male Grooming

- Long sleeved shirt, tie and jacket
- Hair needs to be short (not shaven)
- Clean shaven complexion or neatly trimmed moustache



B. Passport Size Photos x6 -4.5cmsx3.5cms or 1.5"x2"

- Same grooming guidelines as per full length photo
- BIG smile mandatory
- Not retouched
- Business attire

C. Casual photographs x2 -10cmsx15cms or 4"x6"

- 1x full length** (head to toes) and **1x close up** (head to waist) casual photos. Please refer to sample photos below
- Fitted style clothing (jeans and T-shirt preferred). Bulky or revealing clothes are not suitable
- For full length photo, you need to be standing up facing the camera. Not standing behind an object (tree, handbag...etc.)
- Photo needs to be taken within the last 6 months. No changes to hair colour or general style
- No group photos. No sunglasses, hats or helmets
- Your attire and surroundings are conservative and supporting your professional image and application
- You may wish to bring a selection of casual photographs for the recruitment team to select from

