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ENERGY FIJI LIMITED JOB APPLICATION FORM

1. Applications are invited from all interested candidates wishing to be considered for any vacant position.
2. Applications that do not meet the minimum recruitment criteria as per the job advertisement will not be considered.
3. Application form to be filled in **BLOCK CAPITAL LETTERS** (UPPER CASE).
4. Failure to fill out all boxes may result in 'non-consideration' of application.
5. Please note that **only shortlisted applicants will be contacted for an interview.**

Vacancy No.: _____ / _____

Position Applied For _____

Internal Candidate:

External Candidate:

PART A: PERSONAL DETAILS

1. Name:
Surname First Name Other Name
2. Title: Mr. /Mrs. /Ms. (Please circle) 3.D.O.B..... (Dd/mm/yr)
4. Nationality: 5. Gender:
6. Tax Identification Number: 7. FNPF Number:
8. Status: [] Married [] Single [] Divorced
9. Driver's License No. 10.Group (s):
11. Full/Valid Driver's License: [] Provisional: [] Expiry Date:
12. Wireman's License (Y/N): [] If yes, state the license No:
13. Fiji Citizen Permanent Resident (Y/N): []
14. COVID -19 Vaccination: 1st dose Fully Vaccinated
15. Do you hold a permanent resident status in another country (Y/N)? []
If yes, state which country?
16. Phone Contact for interview:
17. Email address:
18. Residential Address:
19. Postal Address:

20. Have you applied for any positions at EFL previously? [] Yes [] No

If you answered yes, please provide the following details:

Position: Year:

Position: Year:

21. Are you related to any EFL Staff? [] Yes [] No

If you answered yes, please provide the following details:

| | |
|-------|--------------|
| Name | Relationship |
| | |
| | |

Applicants must complete the form fully and attach updated Curriculum Vitae with copies of Academic Transcripts and Certificates.

PART B: SECONDARY SCHOOL QUALIFICATION: (Chronological Order)

| Year | School | Examination | Passed (Yes/No) | Marks (English plus best 3 subjects) |
|------|--------|---|-----------------|--------------------------------------|
| | | Fiji Junior Certificate (Year 10) | | |
| | | Fiji School Leaving Certificate (Year 12) | | |
| | | Fiji Seventh Form Exam (Year 13) | | |
| | | | | |

If others please specify

PART C: TERTIARY QUALIFICATION: (Chronological Order)

| Year | Institution | Qualification Attained | Major/Minor | Status (Graduated / Awaiting Graduation) | GPA |
|------|-------------|------------------------|-------------|---|-----|
| | | | | | |
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| | | | | | |
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RELEVANT TRAINING ATTENDED: (Chronological Order)

| Course | Institution | Date |
|--------|-------------|------|
| | | |
| | | |
| | | |

PART D: EMPLOYMENT HISTORY: (Chronological Order)

What is your current employment status? [] Employed [] Unemployed

If unemployed please state the reason (e.g. First time applicant for employment, terminated, redundant etc.);

.....

| CURRENT EMPLOYMENT | | | |
|--------------------|----------|----------|--------------------|
| Year | Employer | Position | (\$) Wages/Salary |
| | | | |
| | | | |

| PREVIOUS EMPLOYMENT RECORD (S) | | | | |
|--------------------------------|----------|----------|--------------|--------------------|
| Duration | | Employer | Position (s) | Reason For Leaving |
| Year Start | Year End | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

MEMBERSHIP WITH PROFESSIONAL BODIES

| Membership Number | Professional Body | Duration |
|-------------------|-------------------|----------|
| | | |
| | | |
| | | |

PART E: SKILLS:

Literacy Level in Oral & Written: (Please tick the appropriate box)

Excellent Good Average Poor

Computer Skills & the Software you are familiar with:

.....

PART F: NAME & ADDRESS OF THREE PROFESSIONAL REFEREES:

(Not related to the applicant)

| | Referee 1 | Referee 2 | Referee 3 |
|---|-----------|-----------|-----------|
| Name | | | |
| Position | | | |
| Organization | | | |
| Phone Contact (direct) | | | |
| Email Address | | | |
| Capacity in which referee known to you (e.g. Manager) | | | |

CHECKLIST: *(Please tick the appropriate box)*

1. 2 Passport Size Photo Yes No
2. CV attached Yes No
3. Certified copy of Birth Certificate and Marriage Certificate Yes No
4. Certified copy of Transcripts and certified copy of Certificates Yes No
5. Certified copy of FNPF card Yes No
6. Certified copy of TIN Registration Letter Yes No
7. Copy of Driving and Wireman's licenses Yes No.
8. COVID -19 Vaccination Card Yes No.

DECLARATION:

I declare that the information I have provided in this form is complete, true and correct in every detail. I also understand that any information contained in this form, if proved to be false renders me liable for summary dismissal. I authorize the Energy Fiji Limited to make any enquiries considered necessary to verify the information provided by me in this declaration.

Signature of Applicant

____/____/____
Date

Strictly: Incomplete forms will not be taken into consideration.

Please return the completed form to The General Manager Human Resources
Energy Fiji Limited
Private Mail Bag
Suva.