



# 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. Do you hold a permanent resident status in another country (Y/N)? [ ]

If yes, state which country? .....

15. Phone Contact for interview: .....

16. Email address: .....

17. Residential Address: .....

18. Postal Address: .....

19. 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

**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: COMPUTER SKILLS:**

Literacy Level: (Please tick the appropriate box)

Excellent

Good

Average

Poor

Computer Skills & the Software you are familiar with:

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### **PART F: NAME & ADDRESS OF THREE PROFESSIONAL REFEREES:**

*(Not related to the applicant)*

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

**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.

**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.