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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. 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: .....

**20. 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: 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
<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.