Version: 2
Rev: 18 Aug 2012

Please attach Passport size Photo

ENERGY FIJI LIMITED

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 called for an interview.

VACANCY No.___/____

INTERNAL CANDIDATE: ☐ (*Please tick the appropriate*) **EXTERNAL CANDIDATE:** ☐

POSITION APPLIED FOR: _____

PART A: PERSONAL DETAILS

1. Name: _____ (**Surname**) _____ (**First Name**) _____ (**Other Name**)

2. Title: Mr. / Mrs. / Ms. **3. Gender:** Male / Female **4. Marital Status**: _____

5. Date of Birth: _____

Home/Postal Address:	**Work Address:**
Phone No:	**Phone No:**

Contact for an interview:	
Phone No:	**Email Address:**

6. Driving License No/Grp:_____/ _____

Full/ Valid Driving License: ☐ (*Please tick the appropriate*) **Provisional: License:** ☐

7. Wireman's License (Y/N): _____

*(If yes, please state license No.):*_____

8. Fiji Citizen/Permanent Resident(Y/N): _____

9. Do you hold a Permanent Resident status in another country: (Y/N)_____

*(If yes, please state which country):*_____

10. **Energy Fiji Limited positions applied for previously.** *(List positions and Year applied)*

*Position:*_____ *Year:*_____

*Position:*_____ *Year:*_____

11. **Do you have any close relative working for EFL?** (*If yes, please state name and the relationship)*

_____

_____

PART B: SECONDARY SCHOOL QUALIFICATION

Year	School	Examination Passed	Marks

PART C: TERTIARY INSTITUTION – (*In order of Highest Qualification)*

PROGRAMME AND INSTITUTION [Certificate/Diploma/Degree/ Post grad/Masters/PhD]	DURATION		MAJOR / MINOR	Status [Complete / In Progress]	Grade Point Average
	Start Date	End Date			

Any Other Relevant Training Attended

Course	Institution	Date

PART D: WORK EXPERIENCE *(Show last employer first. Explain any gaps in employment)*

Year	Positions Held	Employer	Reason for Leaving

MEMBERSHIPS WITH PROFESSIONAL BODIES

Membership Number	Professional Body	Duration

COMPUTER LITERACY - MS Office [*Please tick where appropriate*]

[ ] Satisfactory [ ] Intermediate [ ] Good [ ] Proficient

PART E: NAME AND ADDRESS OF 3 WORK RELEATED REFEREES (*Not related to the applicant)*

	Referee 1	Referee 2	Referee 3
Name			
Position and Organization			
Immediate Phone Contact			
Email Address			
Capacity in which referee is known to applicant			

Attachments Checklist

1. Passport Size Photo [ ] Yes [ ] No
2. CV attached [ ] Yes [ ] No
3. Certified copy of Birth Certificate [ ] Yes [ ] No
4. Certified copy of Transcripts and certified copy of Certificates [ ] Yes [ ] No
5. Certified copy of TIN Registration Letter [ ] Yes [ ] No

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.

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Signature of Applicant **Date [dd/mm/yyyy]**

Please return the completed form with CV to:
The General Manager Human Resources
Energy Fiji limited
Private Mail Bag
SUVA