

# PUBLIC SERVICE JOB APPLICATION FORM

*A separate application must be submitted for each job you apply for.*

**1. DETAILS OF JOB VACANCY:**

**JOB TITLE:**

**REF NO:**

**MINISTRY:**

**DEPARTMENT:**

**2. PERSONAL DETAILS:**

**NAME:** \_\_\_\_\_ **ANY OTHER NAME YOU ARE KNOWN AS:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**DATE OF BIRTH:** \_\_\_\_\_ (DO NOT attach your birth certificate)

**MALE:** \_\_\_\_\_ **FEMALE:** \_\_\_\_\_ **NATIONALITY:** \_\_\_\_\_

**3. EDUCATION AND TRAINING:**

*(List RELEVANT educational or training organizations you have attended and include any short courses in chronological order starting with the latest. **DO NOT** attach originals or copies of educational qualifications or any training certificates that you have. If the selection committee needs to see these, they will ask you for them)*

NAME OF ORGANISATION	FROM	TO	QUALIFICATION GAINED

**4. LANGUAGE ABILITY:** *(Please tick the appropriate box. DO NOT attach any certificates).*

LANGUAGES	WRITTEN			SPOKEN		
	Good	Basic	None	Good	Basic	None
English						
French						
Bislama						

**5. PREVIOUS EMPLOYMENT:**

*(Please list recent, relevant previous employment in chronological order starting with your latest job. Attach a separate piece of paper if more space is required. Please also attach your resume or CV if you have one and any work or personal references you want us to see).*

Organisation	Position	From	To	Reason for leaving

**6. SUPPORTING STATEMENT:** Please attach a written statement of up to 3 pages stating how you satisfy the selection criteria specified in the job description/advertisement.

*Wherever possible you should relate this statement to the duties, responsibilities and qualifications required for the position, so please be as specific as possible in describing how your experience and qualifications make you suitable for the job. You must show the Selection Committee how you are specifically suited to the job and the best applicant. If you do not provide this statement, your application may not be considered by the Selection Committee.*

**7. REFEREES:** Please provide the names and phone numbers of two relevant work referees: (e.g. recent work supervisor or manager):

1. Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

2. Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

**8. CRIMINAL RECORDS CHECK:** Do you have a criminal record; any criminal convictions; or any current legal proceedings against you?: **NO**      **YES**      *(please CIRCLE answer).*  
*If yes, please provide details on a separate piece of paper in a sealed envelope and attach it to this form. This information will be kept confidential and only be seen by the Selection Committee.*

**9. CERTIFICATION AND AUTHORISATION:** I hereby certify that the information given in my job application is true and correct. I also acknowledge that if I am appointed on the basis of any false information that I provide, my appointment will be revoked by the Public Service Commission. I also authorise the Selection Committee for the job or the relevant Ministry to undertake any necessary checks to confirm the information provided by me.

**10. SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## INDIVIDUAL APPLICANT ASSESSMENT FORM

*This form is to be filled out by the Selection Committee for the purpose of short-listing and any further assessment. A completed form is to be attached to each separate job application.*

**JOB TITLE:** \_\_\_\_\_ **GRADE:** \_\_\_\_\_ **POST No:** \_\_\_\_\_

**MINISTRY:** \_\_\_\_\_ **DEPT:** \_\_\_\_\_ **LOCATION:** \_\_\_\_\_

**APPLICANT'S NAME:** \_\_\_\_\_

**SECTION 1: ASSESSMENT OF APPLICANT AGAINST SELECTION CRITERIA**

*(In each row, write down one of the selection criteria. Generally there should be no more than six)*

1.											Score
<i>Poor</i>		<i>fair</i>			<i>good</i>			<i>excellent</i>		<i>outstanding</i>	
0	1	2	3	4	5	6	7	8	9	10	
2.											Score
<i>Poor</i>		<i>fair</i>			<i>good</i>			<i>excellent</i>		<i>outstanding</i>	
0	1	2	3	4	5	6	7	8	9	10	
3.											Score
<i>Poor</i>		<i>fair</i>			<i>good</i>			<i>excellent</i>		<i>outstanding</i>	
0	1	2	3	4	5	6	7	8	9	10	
4.											Score
<i>Poor</i>		<i>fair</i>			<i>good</i>			<i>excellent</i>		<i>outstanding</i>	
0	1	2	3	4	5	6	7	8	9	10	
5.											Score
<i>Poor</i>		<i>fair</i>			<i>good</i>			<i>excellent</i>		<i>outstanding</i>	
0	1	2	3	4	5	6	7	8	9	10	
6.											Score
<i>Poor</i>		<i>fair</i>			<i>good</i>			<i>excellent</i>		<i>outstanding</i>	
0	1	2	3	4	5	6	7	8	9	10	

**TOTAL SCORE:**

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**SECTION 2: GENERAL COMMENTS ON THE APPLICANT**

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**SECTION 3: SELECTION METHOD USED TO ASSESS APPLICANT**

*Tick the box of the methods used to assess the applicant. You do not have to use all the methods, but only those the Selection Committee considers suitable for the nature of the job vacancy.*

**Written application**                       **Resume**                       **Work samples**  
 **Interviews**                       **Practical test**                       **Referee checks**  
 **Other** *(Please describe)* \_\_\_\_\_

**SECTION 4: To be short-listed for further consideration?: YES**                          **NO**   

**SECTION 5: Further consideration through referee reports?: YES**                          **NO**      
*(Generally Referee Reports would only be obtained on those applicants considered for appointment to the position)*

**SECTION 6: Selection Committee authorisation:**

**Representative:**      **Name** \_\_\_\_\_                      **Signature:** \_\_\_\_\_                      **Date:** \_\_\_\_\_

**Department:** \_\_\_\_\_  
**(Convenor)**

**OPSC OR**  
**Nominee:** \_\_\_\_\_

**Independent**  
*(Other Department or Organisation):* \_\_\_\_\_

