



Land Transport Authority

Job Application Form

Section 1: Position Details

<i>Division:</i>	<i>Corporate Service Division</i>	<i>Location:</i>	<i>LTA Office - Vaitele-uta</i>
<i>Title:</i>	<i>Senior IT Officer</i>	<i>Salary:</i>	<i>G4/S1 - G4/S7 \$26,817.16 - \$40,695</i>

Section 2: Personal Details

<i>Full Name:</i>		<i>Gender:</i>	
<i>Contact Phone No:</i>		<i>Date of Birth (Day/Month/Year):</i>	
<i>Address:</i>			

Section 3: Education Details

<i>Most Recent Qualification</i>	<i>Major Area of Study</i>	<i>Institution Attended</i>	<i>Date Started</i>	<i>Date Finished</i>

Section 4: Training Details

<i>Trainings and Courses Relevant to the Position</i>	<i>Date</i>	<i>Duration</i>

Section 5: Employment History

Current/Most Recent Position

<i>Employer's Name:</i>		<i>Date:</i>	<i>Duration:</i>
<i>Position Title:</i>		<i>Number of Staff reporting to you</i>	
<i>Main Responsibilities:</i>			

Next previous position

<i>Employer's Name:</i>		<i>Date:</i>	<i>Duration:</i>
<i>Position Title:</i>		<i>Number of Staff reporting to you</i>	

Main Responsibilities:		
------------------------	--	--

Next previous position

Employer's Name:		Date:	Duration:
Position Title:		Number of Staff reporting to you	
Main Responsibilities:			

Section 6: Selection Criteria

Please provide claims as to why you satisfy each criterion

1	Qualification. Essential Minimum degree in Computing Science/Information Technology or equivalent Tertiary Qualification
2	Work Experience. Essential Minimum of three years working experience in the IT field
3	Knowledge & Skills. Essential Demonstrated understanding of the MS Window XP, VISTA, Windows 7 and Server 2000, 2003, 2008 operating systems.
4	Essential Demonstrated understanding of networking fundamentals including LANs, WANs, Emails and Internet Connectivity.
5	Essential Demonstrated understanding of database fundamentals
6	Essential Commitment of the LTA Act 2007, Code of conduct, LTA Administration Manual, IT Policy as applicable to the LTA
7	Essential Ability to make sound decisions demonstrating good judgment and analytical skills
8	Desirable Excellent interpersonal and communication skills, in particular the ability to explain technical systems to inexperienced users
9	Desirable Excellent technical problem solving skills

Section 7: Computer Literacy

Indicate competency level for each system

Competency level code: 1- no knowledge; 2-basic knowledge; 3-good working knowledge; 4- strong/advanced capabilities

Main Systems		Other Systems	
Microsoft Word		Microsoft Access	
Microsoft Excel		Other System (Specify)	
Microsoft PowerPoint		Other System (Specify)	
E-mail		Other System (Specify)	

Section 8: Discipline Records Check

Do you have a discipline record, any criminal convictions, or current legal proceedings against you?	No	Yes
--	----	-----

If yes, please provide discipline record

--

Section 9: Declaration of Close Relations

Do you have a close relative currently employed by Land Transport Authority?	No	Yes
--	----	-----

If yes, please provide name(s) and nature of relationship

--

Section 10: Declaration of Referees

	Name	Designation	Contact Phone No
1			
2			
3			

Section 11: Certification & Authorisation

I hereby certify that the information given in my application is true and correct.

Signature

--

Date

--

Please attach the following

1	Up to date Curriculum Vitae
2	Certified academic qualifications and relevant trainings
3	3 Written Reference, 2 from previous employer with up to date contact details