



# Land Transport Authority

## Job Application Form

### Section 1: Position Details

<i>Division:</i>	<b>Procurement &amp; Programming Division</b>	<i>Location:</i>	<b>LTA Office - Vaitele-uta</b>
<i>Title:</i>	<b>Senior Procurement and Design Engineer</b>	<i>Salary:</i>	<b>G5/S1 - G6/S7 \$26,817.16- \$40,695.00 p.a</b>

### 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

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

### Section 4: Training Details

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

### 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:		
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### 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	<b>Qualification. Essential</b> Tertiary qualification in an engineering discipline such as NZCE, NZ Diploma of Highway Technology, Australian Diploma (AQF) Engineering or equivalent a. OR holds recognized training certificates in field of civil engineering works and demonstrates sound experience in the civil works field.
2	<b>Work Experience. Essential</b> Must have at least 2 years of experience in similar industry
3	<b>Knowledge &amp; Skills. Essential</b> Demonstrates ability to perform job efficiently and effectively
4	<b>Essential</b> Demonstrate ability to perform critical analysis and initiate innovate ideas
5	<b>Essential</b> Ability to plan, monitor and manage projects efficiently
6	<b>Desirable</b> Have knowledge of civil engineering contract and tendering process
7	<b>Desirable</b> Have knowledge of civil engineering standards and application
8	<b>Essential</b> Demonstrated good team working skills and eagerness to work beyond standard expectation
9	<b>Essential</b> Must have driver's license

### 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
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*If yes, please provide discipline record*

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**Section 9: Declaration of Close Relations**

Do you have a close relative currently employed by Land Transport Authority?	No	Yes
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*If yes, please provide name(s) and nature of relationship*

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**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**

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**Date**

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**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