



Land Transport Authority

Job Application Form

Section 1: Position Details

<i>Division:</i>	Corporate Services	<i>Location:</i>	LTA Office - Vaitele-uta
<i>Title:</i>	Policy Analyst	<i>Salary:</i>	G9/S1 - G9/S7 \$68,957 - \$89,832 per annum
<i>Reporting Structure</i>	Report directly to the Manager CSD		

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

Most Recent Qualification	Major Area of Study	Institution Attended	Date Started	Date Finished

Section 4: Training Details

Trainings and Courses Relevant to the Position	Date	Duration

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>
<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>	
<i>Main Responsibilities:</i>			

Section 6: Selection Criteria

Please provide claims as to why you satisfy each criterion

1	<u>Qualification. Essential</u> Must have a degree with majors in Management, Administration or Human Resources Management from a recognized tertiary Institution
2	<u>Work Experience. Essential</u> Minimum of 3-5 years relevant working experience on HR policies and Practices Implementation and Public Administration
3	<u>Knowledge & Skills. Desirable</u> Must possess sound knowledge in planning and organizing activities to ensure optimal use of time and resources
4	<u>Essential</u> Must have good research and analytical skills
5	<u>Essential</u> Should have good communication skills and can communicate in a clear, fluent and concise manner
6	<u>Essential</u> Should be computer literate and has proven experience in Microsoft Word, Excel and other software etc
7	<u>Desirable</u> Has sound knowledge of the following legislations; LTA Act 2007, LTA Regulations, Public Finance Management Act 2001 2001, Public Bodies Performance and Accountability Act 2001, Ministry of Works Act 2002, Labour and Employment Act 2013, Occupational Health and Safety Act.

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

<i>Main Systems</i>		<i>Other Systems</i>	
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?	<i>No</i>	<i>Yes</i>
--	-----------	------------

If yes, please provide discipline record

--

Section 9: Declaration of Close Relations

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

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