



Land Transport Authority

Job Application Form

Section 1: Position Details

| | | | |
|------------------|---|------------------|---|
| <i>Division:</i> | <i>Road Operations</i> | <i>Location:</i> | <i>LTA Office - Vaitele-uta</i> |
| <i>Title:</i> | <i>Principal Engineering Officer Maintenance & Construction</i> | <i>Salary:</i> | <i>G7/S1 - G8/S7 \$42,126- \$65,875p.a.</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 | <p>Qualification. Essential</p> <ul style="list-style-type: none"> • A degree majoring in Civil Engineering with least years of working experience as stated below, • or equivalent (Diploma/NZCE) from a recognized tertiary institution with at least years of working experience as stated below; • Or has been working in the civil engineering discipline for more than 10 years and at least years of experience as stated below. |
| 2 | <p>Work Experience. Essential</p> <ul style="list-style-type: none"> • A degree majoring in Civil Engineering with at least 2 years of working experience at the Senior Engineer level of routine maintenance and construction work; • or equivalent (Diploma/NZCE) from a recognized tertiary institution with at least 2 years of working experience at the Senior Engineer level of routine maintenance and construction work; • Or has been working in the civil engineering discipline for more than 10 years with minimum of 2 years at the Senior Engineer level of routine maintenance and construction works. |
| 3 | <p>Knowledge and Skills. Essential</p> <p>Demonstrated ability to collaborate, network, negotiate and engage effectively with divisional employees, managers and with external stakeholders in issues pertaining to road operations.</p> <p>Essential</p> |
| 4 | <p>Demonstrated ability to formulate, manage and achieve planned outcomes with approved resources and within agreed timelines in accordance with acceptable ethical standards. Essential</p> |
| 5 | <p>Demonstrated ability to formulate routine maintenance program and the ability to carry out routine maintenance full assessment. Essential</p> |
| 6 | <p>Should have strong written/verbal communication and interpersonal skills. Essential</p> |
| 7 | <p>Should be computer literate and has proven experience in Microsoft office software and other appropriate engineering Database. Essential</p> |
| 8 | <p>Has sound knowledge of the following legislations; LTA Act 2007, LTA Regulations, Public Finance Management Act 2001, Public Bodies Performance and Accountability Act 2001, Ministry of Works Act 2002, Labour and Employment Act 2013. Desirable</p> |

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 |
| 4 | Police Report (if Required) |