



# Land Transport Authority

## Job Application Form

### Section 1: Position Details

<i>Division:</i>	<b>Information Technology Division</b>	<i>Location:</i>	<b>LTA Office - Vaitele-uta</b>
<i>Title:</i>	<b>IT Officer</b>	<i>Salary:</i>	<b>G3/S1-G4/S7 \$17,319.26-\$27,714.46</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>	
<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

<b>1</b>	<b><u>Qualification.</u></b> Tertiary Qualification in Information Technology or similar or equivalent industry experience. <b>Essential</b>
<b>2</b>	<b>Work Experience.</b> Three (3) years' experience working in an IT role. <b>Essential</b>
<b>3</b>	<b>Knowledge &amp; Skills.</b> Be able to deliver training IT supporting staff on all relevant IT skills <b>Essential</b>
<b>4</b>	Can supervise IT support staff in Data entered (Leadership role) <b>Essential</b>
<b>5</b>	Sound decision making based on ethics and IT policies. <b>Essential</b>
<b>6</b>	Provide Senior IT Officer with cost effective recommendations and advice on issues that can enhance Data-entry and Vehicle reports generated from the system. <b>Essential</b>
<b>7</b>	Good analytical skills & Problem Solving Skills. <b>Essential</b>
<b>8</b>	Excellent interpersonal and communication skills, in particular the ability to explain technical systems to inexperienced users. <b>Essential</b>

### 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
4	Valid Police Report