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| logo.png | **Ministry of Employment and Human Resource**  Government of Kiribati |

**Application Form**

Instruction: In order to ensure we can process your application quickly, please make sure to fill out all questions in CAPITAL LETTERS (\*exemption) as completely as possible. Please use the checklist to make sure you have attached all the required supporting documents as advertised. Ko rabwa.

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| --- | --- | --- | --- | --- |
| **Position you are applying for.** | | | | |
| 1. Today's date |  | | | |
| 1. Title of position |  | | | |
| 1. Vacancy number |  | | | |
| 1. Closing date |  | 1. Salary level | |  |
| 1. Ministry |  | 1. Division | |  |
| **Your details** | | | | |
| 1. First name: |  | 1. Last name: | |  |
| 1. Date of Birth(DD/MM/YY): |  | 1. Gender | | Male  | Female |
| 1. Marital status | Single  | Married  | Defacto  | Divorced  | Widowed | | | |
| 1. Birth Island: |  | 1. Home island | |  |
| 1. Religion: |  | 1. Contact phone: | |  |
| 1. Current Residential Address: |  | 1. Village: | |  |
| 1. Island/Council: |  | 1. Email\*: | |  |
| **School Qualification** | | | | |
| 1. Highest school level | Class 9 F3 F5  F6  F7 | 1. Year completed | |  |
| 1. Name of school |  | | | |
| **Further Training and Qualifications** | | | | |
| 1. Highest qualification | Cert I | Cert. II  |Cert III  | Cert IV  | Diploma | Degree | Postgrad Cert  |Postgrad Dip.| Master | | | |
| 1. Name of institute |  | | | |
| 1. Name of Program |  | | | 1. Year grad |
| 1. Other qualification? (Optional) | Yes  | No | Type (Cert I, Dip etc): | | | |
| 1. Name of program |  | | | 1. Year grad |
| **Employment History** | | | | |
| 1. Are you currently employed? Yes  No | If yes, state your current job title: | |  | |
| 1. Ministry/Organisation |  | | | |
| 1. Start date |  | 1. Finish date | |  |
| Other past jobs /employment (List from recent jobs) | | | | |
| 1. Job title | 1. Organisation | 1. Start year | | 1. Finish year |
|  |  |  | |  |
|  |  |  | |  |
| **Complete checklist as advertised** | Attached? | Office use only | | |
| 1. Birth Certificate | Yes  | No | 1. Official comments | | |
| 1. Qualification (Certificates) | Yes  | No |
| 1. Transcript (if required) | Yes  | No |
| 1. Work reference (if required) Yes  | No | | 1. Officer’s signature  | | |
| 1. Signature |  | 1. Date: | | |

*Thank you for taking the time to fully complete this form.*