



**RS FORM 6: APPLICATION FOR EMPLOYMENT
SOLOMON ISLANDS PUBLIC SERVICE COVER SHEET**

DETAILS OF ADVERTISED EMPLOYMENT OPPORTUNITY		
Vacancy Number and Position Title:	Vacancy Closing Date: / /	Where did you see the vacancy advertised?
PERSONAL DETAILS		
Family Name:	Given Names:	
Title (<u>Mr</u> , Mrs, Dr, etc):	Gender: M <input type="checkbox"/> F <input type="checkbox"/>	Contact Phone Numbers (if applicable): Home: Work: Mobile:
Address For Correspondence: Email address:		
HOME VILLAGE & PROVINCE:		
NATIONALITY:		
RELIGIOUS DENOMINATION:		
WHERE DO YOU CURRENTLY LIVE?		
<i>(This information collected on this form is used for workforce profiling and planning and will not be used in a discriminatory way to make decisions about recruitment, selection or appointment to the Public Service. The Public Service is an equal opportunity employer.)</i>		

PUBLIC SERVICE EMPLOYMENT HISTORY

Are you a serving officer of the Solomon Islands Public Service? YES NO

If **YES**, please list the following:

Your current position and location:

Your TPF Number:

If **NO**, have you previously been employed by the Solomon Islands Public Service?

YES NO

If YES, please state:

1) Year you left the public service: _____

2) Position you held previously: _____

3) Reason for leaving: _____

(Please note your reappointment may be subject to approval by PS MPS)

COVID-19 VACCINATION HISTORY

1st Jab

Date: / /

2nd Jab

Date: / /

(Optional)

Booster

Date: / /

(Please tick the appropriate boxes if you have taken your 1st vaccination jab, 2nd jab and booster jab and the dates) Please attach Covid-19 Vaccination Record Card for proof of vaccination.

REFEREES

Please list two referees with **current** contact details:

1st Referee:

Contact Details: Telephone:

Email:

2nd Referee:

Contact Details: Telephone:

Email:

Note: It is very important to check with your referees to make sure you have current contact information. If the selection panel is unable to contact your referees, it may result in you being eliminated from the selection process.

DECLARATION

I, _____
(Print Full Name)

Declare that the information contained in this application is true and correct and understand that giving false or misleading information is a serious offence.

Signed: _____

Date: / /

IMPORTANT NOTES FOR APPLICANTS:

- A copy of your CV and nominated referees must be included with this application for employment. As stated above, please ensure that current contact details are provided for referees.
- If you are providing reference letters, please attach them to this application. You must be aware that reference letters will be verified to ensure they are authentic.
- It is compulsory to list your most recent employer and /or supervisor as a referee. If you do not, they may be contacted anyway.
- You must respond to all of the key selection criteria outlined in the Job Description to be considered for shortlisting and interview. When you are responding to key selection criteria, try to provide some practical examples or evidence of your ability to do this.