



OFFICE OF THE CLERK OF THE LEGISLATIVE ASSEMBLY
RECRUITMENT AND SELECTION
JOB APPLICATION FORM

POSITION APPLYING FOR	SENIOR POLICY & PLANNING OFFICER
DATE AVAILABLE FOR WORK (if appointed)	

1.	PERSONAL PARTICULARS					
TITLE (Please tick where appropriate)	Mr	Mrs	Miss	Ms	Other	Please specify
NAME						
DATE OF BIRTH/...../.....					
POSTAL ADDRESS				E-MAIL ADDRESS		
TELEPHONE NUMBER (WORK)				MOBILE NUMBER		
TELEPHONE NUMBER (HOME)				FAX NUMBER		
HOBBIES						
COMMUNITY INVOLVEMENT						

2.	ACADEMIC BACKGROUND (Start with the most recent)		
YEARS	INSTITUTION/COUNTRY	QUALIFICATION ACQUIRED	

3.	TRAINING/WORKSHOPS/CONFERENCES ATTENDED (Start with the most recent and only those that are relevant to the position)		
DATES	INSTITUTION/COUNTRY	PROGRAMME TITLE	

7.	Must have a flexible attitude to working hours (Essential)	
9.	GENERAL INFORMATION (All fields are required to be filled in)	
	Computer Literacy (list programmes and level of competency)	
	Declaration of close relations to any employee of the Office of the Clerk of the Legislative Assembly and state nature of relationship	
	Disciplinary record (list previous employment disciplinary cases or criminal convictions, if any)	
	Medical history	
10.	ADDITIONAL INFORMATION IN SUPPORT OF APPLICATION (at the discretion of applicant)	
11.	CERTIFICATION AND AUTHORISATION	
<p>I certify that to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not recruiting me or for termination of my services after I commence employment. I understand that any information I voluntarily provide on or attached to this application may be checked.</p>		
<p>_____</p> <p style="text-align: right;">Signature Date</p>		

The following documents must accompany this Application Form:

- Curriculum Vitae
- Detailed statement against the Selection Criteria
- References from 3 respectable members
- Confirmations of current and former employment
- Certified copies of academic qualifications
- Current Police Report

Applicants may also wish to attach any other information/document they wish to provide in support of their application.

EQUAL OPPORTUNITY STATEMENT

The Office of the Clerk of the Legislative Assembly is an equal opportunity employer.