**APPLICATION FORM FOR JOB VACANCIES AT TECHNICAL EQUIPMENT MAINTENANCE DIVISION**

**MINISTRY OF DEFENCE, BRUNEI DARUSSALAM**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1.** | **Note to Applicants** | | | | |
|  |  | | | |  |
|  | 1. **Please specify clearly the job vacancies you are applying for by USING THE JOB VACANCY LABELS AVAILABLE on our Website. Applications that do not specify the applied job vacancies using the respective labels will not be considered.** 2. **Please ensure that you meet the advertised criteria in terms of qualifications and work experience. Applications that do not meet the advertised criteria will not be considered.** 3. **Please ensure that all information and details you provide in this application form are ACCURATE AND UP-TO-DATE especially your PHONE NUMBER AND EMAIL ADDRESS.** 4. **Job applications WITHOUT submission of this application form will not be considered.** 5. **For applicants that are bonded, please ensure that a Bond Release Letter is enclosed with your application. Otherwise, your application will not be considered.** 6. **Please enclose the below documents with your application. Applications with missing required documents will not be considered.**    1. **Attached Scanned Copy of Identification Card**    2. **Attached Scanned Copy of Passport (Only for non-Bruneians)**    3. **Attached Scanned Copy of Passport-sized Photo** 7. **TEMD Office will not entertain any physical submission of application form. All application forms should be submitted to TEMD office VIA EMAIL ONLY at** [**temd.recruitment@mindef.gov.bn**](mailto:temd.recruitment@mindef.gov.bn) 8. **Please submit your application form as MICROSOFT WORD FILE and label it as per our description below:**    1. **IC NUMBER / PASSPORT NUMBER – TEMD Job Application Form**    2. **Please use your IC Number (without dash) / Passport Number (for foreign applicants) as shown on your IC / Passport i.e. XXXXXXXX – TEMD Job Application Form**    3. **E.g. 01456456 – TEMD Job Application Form** 9. **Please copy & paste the image file of your signature into the provided box in Section 13 to sign off your acknowledgement** | | | |  |
|  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **2.** | **Job Positions Applied For** | | |
|  |  |  |  |
|  | a. | Click to enter text |  |
|  | b. | Click to enter text |  |
|  | c. | Click to enter text |  |
|  | d. | Click to enter text |  |
|  | e. | Click to enter text |  |
|  |  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **3.** | **Personal Particulars** | | | | | | | |
|  |  | | | | | | |  |
|  | **Full Name** | **:** | Click to enter text | | | | |  |
|  |  |  |  | | | | |  |
|  | **Identity Card No. & Colour** | **:** | Click to enter text | | | | |  |
|  |  |  |  |  |  |  |  |  |
|  | **Date of Birth** | **:** | Click to enter a date |  | **Age** | **:** | Click to enter text |  |
|  |  |  |  |  |  |  |  |  |
|  | **Marital Status** | **:** | Click to enter text |  | **Race** | **:** | Click to enter text |  |
|  |  |  |  |  |  |  |  |  |
|  | **Passport No.** | **:** | Click to enter text |  | **Religion** | **:** | Click to enter text |  |
|  |  |  |  | | | | |  |
|  | **Postal Address** | **:** | Click to enter text | | | | |  |
|  |  |  |  | | | | |  |
|  | **Telephone No.\*\*** | **:** | **(M)**  Click to enter text **(O)** Click to enter text | | | | |  |
|  |  |  |  | | | | |  |
|  | **Email Address** | **:** | Click to enter text | | | | |  |
|  |  |  |  | | | | |  |
|  | **Driving Licences** | **:** | Click to enter text |  | **Class** | **:** | Click to enter text |  |
|  |  | | | | | | |  |
|  | **\*\*Please ensure that the mobile phone number / email provided is easily accessible for notice of written exam and interview via S.M.S. / email. Applicants should notify TEMD immediately if their phone number / email changes.** | | | | | | |  |
|  |  | | | | | | |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **4.** | **Language Proficiencies** | | | | |
| **Language** | | **Proficiency Level (High, Medium, Low)** | | | **Associated Certification (If available)** |
| **Speak** | **Write** | **Read** |
| Click to enter text | | Level | Level | Level | Click to enter text |
| Click to enter text | | Level | Level | Level | Click to enter text |
| Click to enter text | | Level | Level | Level | Click to enter text |
| Click to enter text | | Level | Level | Level | Click to enter text |
| Click to enter text | | Level | Level | Level | Click to enter text |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **5.** | **Higher Education and Professional Qualifications (Please attach all relevant certificates)** | | | | |
| **High School / College / University / Institution** | | **Date** | | **Qualifications** | **Date Awarded** |
| **From** | **Until** |
| Click to enter text | | Date | Date | Click to enter text | Date |
| Click to enter text | | Date | Date | Click to enter text | Date |
| Click to enter text | | Date | Date | Click to enter text | Date |
| Click to enter text | | Date | Date | Click to enter text | Date |
| Click to enter text | | Date | Date | Click to enter text | Date |
| Click to enter text | | Date | Date | Click to enter text | Date |
| Click to enter text | | Date | Date | Click to enter text | Date |
| Click to enter text | | Date | Date | Click to enter text | Date |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **6.** | **Relevant Training Courses / Conferences Attended** | | | |
| **Course, Workshop, Training etc** | | **Date** | | **Organiser** |
| **From** | **Until** |
| Click to enter text | | Date | Date | Click to enter text |
| Click to enter text | | Date | Date | Click to enter text |
| Click to enter text | | Date | Date | Click to enter text |
| Click to enter text | | Date | Date | Click to enter text |
| Click to enter text | | Date | Date | Click to enter text |
| Click to enter text | | Date | Date | Click to enter text |
| Click to enter text | | Date | Date | Click to enter text |
| Click to enter text | | Date | Date | Click to enter text |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **7.** | **Current Appointment** | | | |
|  |  |  |  |  |
|  | **Title of Post** | **:** | Click to enter text |  |
|  |  |  |  |  |
|  | **Monthly Salary** | **:** | Click to enter text |  |
|  |  |  |  |  |
|  | **Name and Address of Employer** | **:** | Click to enter text |  |
|  |  |  |  |  |
|  | **From/Until** | **:** | Click to enter a date to Click to enter a date |  |
|  |  |  |  |  |
|  | **Nature of Employment** | **:** | Click to enter text |  |
|  |  |  |  |  |
|  | **Summary of Responsibilities** | **:** | Click to enter text |  |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **8.** | **Previous Appointments** | | | |
| **Job Position, Department and Employer** | | **Date** | | **Summarised Main Responsibilities** |
| **From** | **Until** |
| Click to enter text | | Date | Date | Click to enter text |
| Click to enter text | | Date | Date | Click to enter text |
| Click to enter text | | Date | Date | Click to enter text |
| Click to enter text | | Date | Date | Click to enter text |
| Click to enter text | | Date | Date | Click to enter text |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **9.** | **Referee’s Details** | | | |
|  |  |  |  |  |
|  | **Name** | **:** | Click here to enter text |  |
|  |  |  |  |  |
|  | **Title of Post** | **:** | Click here to enter text |  |
|  |  |  |  |  |
|  | **Name and Address of Employer** | **:** | Click here to enter text |  |
|  |  |  |  |  |
|  | **Contact No.** | **:** | **(M)** Click here to enter text **(O)**  Click here to enter text |  |
|  |  |  |  |  |
|  | **Email Address** | **:** | Click here to enter text |  |
|  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **10.** | **Declaration of Employment Bond with Private / Public Sector** | | | | | | | |
|  |  | |  |  | | | |  |
|  | Do you have any employment bond with the government or private sector within / outside of Brunei Darussalam? If yes, please provide more details and attach a Bond Release letter from the relevant parties. | | | | | | |  |
|  |  | |  |  | | | |  |
|  |  | **Yes** | |  | **No** |  |  |  |
|  |  |  | |  |  |  |  |  |
|  | **Additional Details (if any):** | | | | | | |  |
|  | Click here to enter text | | | | | | |  |
|  |  |  | |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **11.** | **Mass Media Channel** | | | | | | | |
|  |  | |  |  | | | |  |
|  | **How did you find out about job vacancies in TEMD? (Tick multiple boxes if applicable)** | | | | | | |  |
|  |  | |  |  | | | |  |
|  |  | **Pelita Brunei** | |  | **The Bruneian** |  | **MinDef Website** |  |
|  |  |  | |  |  |  |  |  |
|  |  | **Instagram** | |  | **Facebook** |  | **Others (**Click to enter text**)** |  |
|  |  |  | |  |  |  |  |  |
|  |  | **Twitter** | |  | **Whatsapp** |  |  |  |
|  |  |  | |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **12.** | **Declaration of Chronic Medical Conditions and Allergies** | |
| **Chronic Medical Condition / Allergy** | | **Date Contracted** |
| Click to enter text | | Date |
| Click to enter text | | Date |
| Click to enter text | | Date |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **13.** | **Acknowledgement** | | | | |
|  |  | | | |  |
|  | **I declare that all particulars in this application and the sheets attached are true to the best of my knowledge and belief, and that I have not willfully suppressed any information.** | | | |  |
|  |  |  |  |  |  |
|  | **Signature** | **:** |  |  |  |
|  |  |  |  |  |  |
|  | **Date** | **:** | Click to enter a date |  |  |
|  |  |  |  |  |  |