

REFERENCE NO

(To be filled in by the applicant during submission)



كمنترين كواغن دان ايكونومي
MINISTRY OF FINANCE AND ECONOMY

INVESTMENT DIVISION

Recent passport size
photograph

FULL NAME : _____

POSITION APPLIED FOR : _____

Note:

1. Please write in block letters. Tick (/) boxes as appropriate.
2. Please ensure that for every position which you are applying meets the requirements.
3. Applications which do not meet the requirements will not be considered.
4. Documents to be attached with this Application Form are (please tick below):
 - i. Copy of Identity Card;
 - ii. Copy of Birth Certificate;
 - iii. Curriculum Vitae;
 - iv. Copy of Certificates of Academic Achievements (including Professional Qualifications);
 - v. Copy of Transcript results;
 - vi. Copy of Accreditation letter from Ministry of Education unless qualifications attached are under Ministry of Education Scholarship or any local education institution; and
 - vii. Essay of 500 words **“What do I hope to accomplish in 10 years time?”**.
5. Information given by applicants will be classified as strictly confidential.
6. Incomplete submission of application details will not be entertained and only shortlisted candidates will be notified.

Investment Division, Ministry of Finance and Economy
Level 6, Ministry of Finance and Economy Building, Commonwealth Drive,
Bandar Seri Begawan BB3910, Negara Brunei Darussalam
Tel No. 2385000 Ext 8036

SECTION I – PERSONAL PARTICULARS

a) Home Address

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.....

b) Postal Address (If different from above)

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.....

c) Gender

Male Female

Citizenship

.....

d) Race

.....

Religion

.....

e) Date of Birth

Age

Country of Birth

.....

f) Identity Card Number

Color

Yellow Purple Green

g) Passport Number

Date of Issue

Place of Issue

Date of Expiry

h) Contact Numbers

Home

Mobile

Email address

i) Marital Status

Single Married Widow Widower Divorced

j) Driving Licence

Yes No

Class

SECTION II – EDUCATION HISTORY

A) Education History (In Chronological Order)

| Name of Institutions | Year(s) Attended (from-to) | Highest Qualification Obtained | Result | Year Awarded |
|----------------------|----------------------------|--------------------------------|--------|--------------|
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B) General Certificate of Education Ordinary Level (GCE O' LEVEL) or its equivalent

C) General Certificate of Education Advanced Level (GCE A' LEVEL) or its equivalent

| Title of Examination School/College Result | | | Title of Examination School/College Result | | |
|---|-----------------|---------------------|---|-------|---------------------|
| Subjects | Grade (e.g. A1) | Date of Certificate | Subjects | Grade | Date of Certificate |
| Bahasa Melayu | | | | | |
| English | | | | | |
| Mathematics | | | | | |
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D) Highest Education Qualification

i. Diploma, Higher National Diploma or its equivalent

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|--------------------------|------|--|-----------------------|--|
| Title of Examination | | | | |
| University / Institution | | | | |
| Years Attended | From | | To | |
| Result | | | Date of Certification | |

ii. First Degree

| | | | | |
|---|------|--|-----------------------|--|
| Title of Programme | | | | |
| University / Institution | | | | |
| Years Attended | From | | To | |
| Result (Degree Classification / cGPA) | | | Date of Certification | |

iii. Higher Degree or Post Graduate Diploma

| | | | | |
|--------------------------|------|--|-----------------------|--|
| Title of Programme | | | | |
| University / Institution | | | | |
| Years Attended | From | | To | |
| Result | | | Date of Certification | |

E) Professional Qualification and other Certification (e.g. ACCA, CFA, IELTS and etc)

| Names of Institution | Year(s) Attended (from-to) | Qualification Obtained | Result | Date Awarded |
|----------------------|----------------------------|------------------------|--------|--------------|
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F) Personal Activities (Sports and Hobbies)

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|---------|--|
| Sports | |
| Hobbies | |

SECTION III – EMPLOYMENT HISTORY

A) Relevant Working Experiences

| Year(s) of Employment (from – to) | Name of Employer | Position Held | Reason for Leaving |
|--------------------------------------|------------------|---------------|--------------------|
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B) Job Responsibilities of the Current Position

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|---|--|
| Expected Salary | |
| Notice Period for Current Employer (if any) | |

C) Performance Appraisal

| Year | 2016 | 2017 | 2018 |
|----------------|------|------|------|
| Result & Grade | | | |

SECTION IV – FAMILY DETAILS

| Particulars | Husband or Wife | Father | Mother |
|---------------------------|-----------------|--------|--------|
| a) Full Name | | | |
| b) Identity Card & Colour | | | |
| c) Date of Birth | | | |
| d) Country of Birth | | | |
| e) Citizenship | | | |
| f) Race | | | |
| g) Religion | | | |
| h) Occupation | | | |
| i) Employer | | | |

| Names of Sibling(s) | Age | Gender | Names of Employer / Institution | Occupation |
|---------------------|-----|--------|---------------------------------|------------|
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| Names of Children | Date of Birth | Age | Gender |
|-------------------|---------------|-----|--------|
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SECTION VI – DECLARATION

1. Have you been awarded with an Education Scholarship? If Yes, please state details below:

YES () NO ()

| | |
|---|--|
| Name of Sponsor | |
| Type of Bond (e.g. as Education Officer) | |
| Duration of Bond | |

2. Have you ever been discharged or forced to resign from employment?

YES () NO ()

If YES, please state.....

3. Have you ever been accused and / or convicted of any crime?

YES () NO ()

If YES, please state.....

4. Have you suffered / Are you currently suffering from any severe / terminal sickness?

YES () NO ()

If YES, please state.....

5. Have you ever applied with Investment Division (ID) before?

YES () NO ()

If YES, please state when and what position?

6. Do you have any family member or relatives working with ID? If YES, please state name(s) of family member or relative(s).

YES () NO ()

| Name | Relationship |
|------|--------------|
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- 1) I hereby declare that all particulars in this Application Form and the sheets attached hereto are true to the best of my knowledge and belief, and that I have not willfully suppressed any material fact.
- 2) I further acknowledge that any inaccuracy or omission of information called for in this Application Form shall amount to misrepresentation and if I am subsequently employed by the Investment Divison, and the division has the absolute right to terminate my service with or without any reason assigned.

Signature of applicant:

Date:

End of Page
