

Information Sheet 1

Application Letter

(Insert Name)

(Insert Address)

(Insert Contact details (tel and/or email))

(Insert Date)

Permanent Secretary (or correct title of Responsible Officer)

Ministry of (Insert Name of Ministry/Agency/Office)

Honiara, Solomon Islands

Dear Permanent Secretary (or correct title of Responsible Officer)

Re: Application for the position of (Insert position title and level) in the Ministry of (Insert name of Ministry/Agency/Office)

Vacancy Ref No: (insert Vacancy Ref No), Closing Date: (Insert Closing Date)

I would like to apply for the position of (Insert title and level of position) and believe I have the right experience, qualifications and skills to perform this role. I have attached the following documents as required to this application letter:

1. Completed RS Form 6 – Application for Employment Cover Sheet
2. Copy of my CV
3. Certified copies of my qualifications (*delete if not applicable*)
4. Reference letters (*delete if not applicable*)

My responses to the Key Selection Criteria outlined in the Job Description are provided as follows:

Key Selection Criteria 1: (Insert KSC1 from RS Form 2 – Job Description)
Applicant Response:

Key Selection Criteria 2: (Insert KSC2 from RS Form 2 – Job Description)

Applicant Response:

Key Selection Criteria 3: (Insert KSC3 from RS Form 2 – Job Description)

Applicant Response:

Key Selection Criteria 4: (Insert KSC1 from RS Form 2 – Job Description)

Applicant Response:

Key Selection Criteria 5: (Insert KSC1 from RS Form 2 – Job Description)

Applicant Response:

Key Selection Criteria 6: (Insert KSC6 from RS Form 2 – Job Description)

Applicant Response:

Please acknowledge receipt of this application.

Thank you for your consideration.

Signature of Applicant

(Print Applicant name)

Preferred Contact details:

Telephone:

Email:

Other (please list):