

## FEDERATED STATES OF MICRONESIA PETROLEUM CORPORATION EMPLOYMENT APPLICATION FORM

This form is to be completed and signed for every application for a position within the Federated States of Micronesia Petroleum Corporation ("PetroCorp"); regardless of whether the applicant is already a PetroCorp employee or from outside of the Company. Once submitted to PetroCorp, with the applicant's CV attached, this constitutes a formal application for a vacancy within PetroCorp.

This form is required because PetroCorp wishes to be fair to all applicants. By seeking the same information from each applicant we will be able to fairly compare applicants to each other in our quest to find the best suited applicants for shortlisting to be interviewed for the role.

### Details of the role for which you are applying:

Role:

Vacancy Number:

Location:

How did you find out about this vacancy? **Please specify:**

### YOUR PERSONAL DETAILS:

Name:  
First/Middle/Last  
(print in full please)

Address:

Contact Phone No.

Contact E-Mail Address:

Nationality:

If you are not a citizen of  
FSM, do you have the  
right to work in FSM?

Yes

No

(please circle your answer) If you answered "No" please tell us how you intend to obtain the right to work within FSM (note that it is a requirement of employment that you are able to legally work in FSM):

Please note that PetroCorp is an Equal Opportunities Employer. No applicant will be discriminated against for any reason including gender, race or religion. The only information that we will use to determine which applicant is best suited to the vacant role are the selection criteria including qualifications, experience, and the necessary qualities, characteristics and attributes necessary to undertake the role to a high level of performance.

## QUALIFICATIONS:

Please list all your formal qualifications (if any). I.e. any qualification that you have completed for which you were awarded a certificate, a diploma or a degree.

QUALIFICATION	ISSUING ORGANIZATION	YEAR COMPLETED

**IMPORTANT NOTE:** PetroCorp may, as part of its assessment of your application, contact the school, university or other organisation that issued the certificate, diploma or degree and request confirmation of the qualification. Please note, if you are short-listed for interview you may be asked to bring these certificates, diplomas and/or degrees along with you to be sighted by the selection panel.

## RELEVANT TRAINING:

Please list any particularly relevant training course you have attended that is likely to assist you to perform this role (i.e. training courses that provided you with relevant skills for this role that were not formal qualifications).

DO NOT list here every training course that you have attended, please do that within your CV which you must attach to this application form and we will look at that as well. All we want to see here is specific **training that is relevant**.

Training Course	From (date) to (date)	What can you tell us about that training that is relevant to the role for which you are applying?

## RELEVANT EXPERIENCE:

Please list any particularly relevant experience you have had that is likely to assist you to perform this role.

DO NOT list here every job you have had, please do that within your CV which you must attach to this application form and we will look at that as well. All we want to see here is specific **experience that is relevant** – such as when you have done the same or very similar work before either in PetroCorp or in another organization.

Job Title and Organization	From (date) to (date)	What can you tell us about that experience that is relevant to the role for which you are applying?

## SAFETY AND HEALTH

Having read the job description for the role for which you are applying, can you assure us that you are able to undertake this role with complete safety and without any adverse affects on your own or any other person's health? Please circle your answer:

Yes

No

I am not sure

If you circled "I am not sure", please tell us why you are not sure and we will make the assessment:

I am not sure because:

If the reason why you answered "No" was because you have a disability, please tell us how we could help you to undertake the role:

I would be able to answer "Yes" if the following assistance was provided to me on the job:

## HONESTY

Have you ever been convicted of a crime (do not include traffic violations)? Please circle your answer:

Yes

No

I am awaiting trial

Unless you circled "No", please provide the full details (including dates) below:

## REFERENCES

Please provide us with the names of three people who you have worked for in the past who can provide us with information about your work and work aptitude – we would like at least one of these people to have been your direct manager\* in the past please.

Reference's Name	What was the relationship between them and yourself:	Reference's contact details (Telephone and email address please)

\* Please note that we do not expect you to include your current employer, we understand the sensitivities around that situation.

By signing this application form below, you are declaring that:

- (a) the information that you have provided above is true and correct;
- (b) you have not left out any information that would impact on this application;
- (c) you specifically authorise PetroCorp to confidentially approach any of the organizations that provided you with formal qualifications, or supervised the training courses that you attended, to ask about those qualifications or training as they apply to you; and,
- (d) you specifically authorise PetroCorp to confidentially contact any of the referees listed above and ask them questions about your previous experience, work aptitude, and the qualities, characteristics and attitudes that you displayed as an employee in that organisation.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Your signature) (Date that this application was submitted to PetroCorp)

Please sign and date this form, attach your Resume/CV, and send the combined document to [Employment@fsmmpc.com](mailto:Employment@fsmmpc.com) or hand-delivered to any of our Facility Operations.