

# Checklist for Overseas Applicants

Applicants who does not registered with Brunei Identity Cards

## Section A

- 1. Fill in the form provided. (downloadable at [here](#))
- 2. Email application form to [application@spa.gov.bn](mailto:application@spa.gov.bn)
- 3. Attached related documents in the email. (See section 'B')

## Section B

Documents required to be attached in the email:

### FOR RELEVANT MINISTRY / DEPARTMENT POSTS

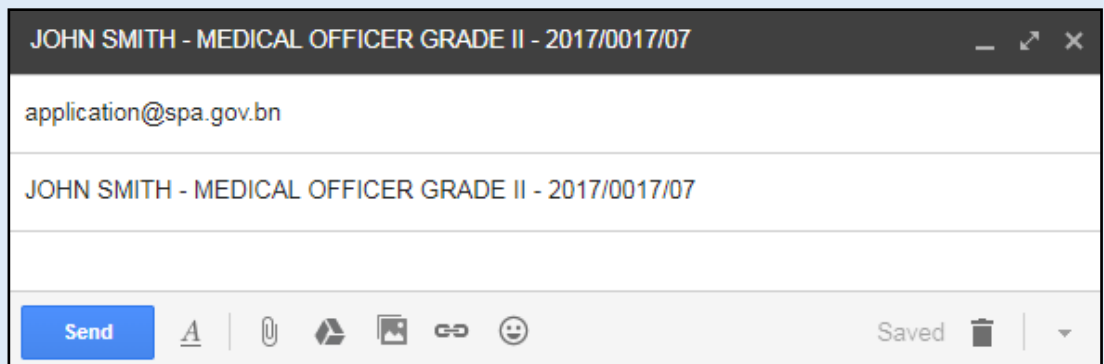
- i. PSC Application Form; downloadable at [PSC Application Form \(Non-Registered\)](#)
- ii. Curriculum Vitae
- iii. Basic Degree or Equivalent
- iv. All relevant Graduate Qualifications Certificates and Transcripts; and Professional Membership
- v. Current and/or previous experience in related job field
- vi. Letters of Service/Proof of Employment

# Section C

## IMPORTANT REMINDER

Email subject should be in all BLOCK LETTERS and in accordance to below example:

YOUR NAME-MEDICAL OFFICER GRADE II-ADVERTISEMENT NUMBER



Email content should also include;

- Applicants' full name and passport number
- Email job application letter (Cover Letter)

Email used for application submission must be active as further communication may be made via the same email address.

All scanned documents must be:

- ✓ In **colour** as per original document
- ✓ Saved as PDF format
- ✓ Size not more than 2MB
- ✓ File name must not contain any symbols such as-!@#%&\*(){} & etc
- ✓ Must be certified true copy

**\*\*Applications that does not follow provided guidelines may be rejected due to incomplete application.**