**Applicants who does not registered with Brunei Identity Cards**

**Checklist for Overseas Applicants**

Section A

1. Fill in the form provided. (downloadable at www……com)
2. Email application form to 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**

1. PSC Application Form; downloadable at www…..…com
2. Curriculum Vitae
3. Basic Degree or Equivalent
4. All relevant Graduate Qualifications Certificates and Transcripts; and Professional Membership
5. Current and/or previous experience in related job field
6. 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.