



OFFICE OF THE PRIME MINISTER

APPLICATION FORM

VACANCY DETAILS

\*\*If you are applying for more than one position, you will need a separate application for each position you are applying for\*\*

POSITION APPLIED FOR: \_\_\_\_\_

VACANCY REFERENCE: \_\_\_\_\_

PERSONAL IDENTIFICATION

<b>FIRST NAME:</b>	<b>LAST NAME:</b>
<b>DATE OF BIRTH:</b> /     / <i>(Day/Month/Year)</i>	<b>GENDER:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female <i>(for statistical purposes only)</i>
<b>EMAIL ADDRESS:</b>	<b>PHONE CONTACT:</b>
<b>CURRENT RESIDENTIAL ADDRESS:</b>	<b>CURRENT POSTAL ADDRESS:</b>

ELIGIBILITY REQUIREMENTS

REQUIREMENTS	SELECT RESPONSE
1. Are you under the age of 55?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Are you a Fijian Citizen?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3. Have you ever been charged with a criminal offence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4. Do you have any Police convictions or cases pending against you?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5. Are you in a good health status and are able to undertake the requirements of the position?	Yes <input type="checkbox"/> No <input type="checkbox"/>

PROFESSIONAL QUALIFICATIONS

\*\*Please outline your qualification(s), from most recent\*\*

*Applicants to complete details and attach full Curriculum Vitae and certified copies of Academic Certificates/Transcripts*

INSTITUTION	QUALIFICATION <i>(specify Major/Minor)</i>	GPA	YEAR COMPLETED

Applicants to complete this form, attach a cover letter addressing the Knowledge, Skills & Abilities (KESA) as specified in the Job Description, Curriculum Vitae and Certified copies of the certificates/transcripts

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**EMPLOYMENT HISTORY**

*\*\*Please specify the most recent employer one first \*\**

EMPLOYER	POSITION TITLE	START DATE	END DATE

**PROFESSIONAL REFEREE**

*\*\*Name and address of three (3) work referees. Referees MUST be able to provide detailed comments in regards to your professional performance\*\**

NAME	ORGANISATION	OCCUPATION	EMAIL ADDRESS/ PHONE CONTACT

**DECLARATION**

**I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.**

- I have not been convicted of any criminal offences (do not count any infringement offences e.g parking or speeding offences)
- I authorise the Office to make suitable enquiries to verify the information supplied above
- I understand that a false declaration on this form will invalidate my application and may result in further legal action taken against me
- I authorise the Office to make suitable enquiries to verify the information supplied above

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_