



# EMPLOYMENT APPLICATION FORM

For Official Use

1. Position Details	
Vacancy No	
Position Title	
Date Advertised	

2. Personal Details	
Full Name	
D.O.B	
Gender	
Postal Address	
Residential Address	
<b>Contact:</b>	
Mobile	
Work	
Home	
Fax	
Email Address	

3. General Details	
Marital Status	
No. of Dependants	
Nationality	
Language spoken	
Interest/ Hobbies	

4. Medical & Police Details	Yes/No	Please specify if Yes
Do you have any medical conditions?		
Have you ever been convicted fined or imprisoned for the violation of any law?		

**5. Education** (Attach certified copies of all academic qualifications)

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**(A) Tertiary**

Qualification	Status (Completed/Pursuing)	Tertiary Institution/ Year

**(B) Secondary School**

Secondary School	Certificate Obtained	Passed	Marks
	Fiji Junior Certificate	Yes/No	
	Fiji School Leaving Certificate	Yes/No	
	Fiji Seventh Form Exam	Yes/No	

**(C) Professional Development short courses/ workshops (Local /Overseas) attended that is RELEVANT to the advertised position**

Name of short course/Training/Workshop/etc	Tertiary Institution - Location	Dates Attended

**6. Work Experience**

**(A) Current Work Experience**

Company	
In employment since	
Post title	
Current Salary	
Department	
Position you report to	
If in a supervisory position, how many staff report to you	
Notice period required for leaving the present job	



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**11. Self Assessment**

On a scale of 1 – 5 (highest being 5), please rate your suitability for the advertised Position?

**1    2    3    4    5    please circle**

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**12. Declaration**

I certify that the statements made by me in this form are true and correct to my understanding. I understand that any misrepresentation or omission of information made on this form may lead to disqualification of my application.

.....  
**Name**

.....  
**Signature**

.....  
**Date**