



MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE

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

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

ELIGIBILITY REQUIREMENTS

REQUIREMENTS	SELECT RESPONSE
1. Are you under the age of 60?	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that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.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: _____