



CONFIDENTIAL

APPLICATION FOR EMPLOYMENT

Position applied for:	
Advertised in :	
How did you hear about this job?:	

Collecting and Holding Personal Information:

The information that you provide on this application for employment form will be collected and held byPEI.

Purpose:

This information is collected for the purpose of assessing your suitability for employment at PEI which may include changes of employment withPEI.

Your Access to this Information:

You have a right of access to personal information and to seek any correction you think necessary to ensure accuracy.

Declaration:

I understand that I will be required to produce originals of educational certificates, practising certificates and, if required, evidence of my legal authority to work in Fiji.

I declare that to the best of my knowledge, the answers given in this application form (and details in my enclosed curriculum vitae) are correct. I confirm that I have provided all information that may be relevant to employment with PEI.

I understand that if I have given incorrect or misleading information or have left out any important information I may not be accepted for employment, or if I am employed, I may be dismissed.

I agree to undertake a medical examination should it be required for this position.

Signed:

Date:

SECTION A - PERSONAL DETAILS

1. Please provide the personal details required below

Family Name	
First Names	
Preferred First Name	
Home address	
Postal address (if applicable)	
Home Phone	
Work Phone	
Fax number	
Mobile Phone	
Email address	

2. Are you a permanent resident of Fiji? Yes No
3. Are you a Fijian Citizen? Yes No
4. Are you legally entitled to work in Fiji Yes No
5. The expiry date of my work permit is: (if applicable)
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SECTION B - QUALIFICATONS

6. Secondary School: *(Please attach a copy of your highest qualification)*

7. Tertiary:

Completed qualifications *(Please attach a copy of qualification(s) you hold from tertiary institutions (TAFE College, Polytechnic, University, etc)*

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8. Details of partial qualifications or current study towards a qualification:

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8. Professional/trade memberships:

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SECTION C - REFEREES

9. Please give details of three referees we can contact for a confidential assessment of your suitability for the position.

Name 1	
Phone Number	
Fax Number	
Email address	
Address	
Name 2	
Phone Number	
Fax Number	
Email address	
Address	
Name 3	
Phone Number	
Fax Number	
Email address	
Address	

10. May we contact your most recent employer? Yes No

SECTION D - GENERAL INFORMATION

11. Have you been convicted of a criminal offence or do you have current charges pending?

Yes No

If yes, give details:

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12. If your application is accepted, when could you commence employment?

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SECTION E - EMPLOYMENT DETAILS

13. Employment record. Please complete even if a CV is included. If there is insufficient space, please continue on a separate page.

From Month & Year	To Month & Year	Occupation or activity	Full time /part time (average hours per week)	Employer and location	Reason for leaving

Additional details/comments:

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