



**FIJI REVENUE & CUSTOMS AUTHORITY  
APPLICATION FORM**

1. Applications are invited from interested candidates wishing to be considered for any vacant position.
  2. Please attach all academic transcripts with application form.
  3. Please kindly take note that if you do not receive a formal response to your application within 3 weeks of lodging an application this indicates that your application has not been successful.
- Internal Candidate:  External Candidate:

**POSITION YOU ARE APPLYING FOR:** \_\_\_\_\_ **VACANCY No.** \_\_\_\_/\_\_\_\_

**PART A: PERSONAL DETAILS**

1. Name: \_\_\_\_\_  
 Surname \_\_\_\_\_ First Name \_\_\_\_\_ Other name \_\_\_\_\_
2. Title: Mr. / Mrs. / Ms. \_\_\_\_\_ 3. Gender: Male / Female \_\_\_\_\_ 4. Ethnicity: \_\_\_\_\_
5. DOB: \_\_\_\_\_ 6. E-mail Address: \_\_\_\_\_
7. Do you hold a Permanent Resident status in another country (if yes, please state):  
 \_\_\_\_\_
8. Postal Address: \_\_\_\_\_ 9. Residential Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
10. Phone Number to be contacted on: \_\_\_\_\_
11. Have you applied for any positions previously in FRCA.  
 • Position: \_\_\_\_\_ Year: \_\_\_\_\_  
 • Position: \_\_\_\_\_ Year: \_\_\_\_\_
12. Do you have any close relative working for FRCA. (If yes, please state name and the relationship)  
 \_\_\_\_\_  
 \_\_\_\_\_

**PART B: EDUCATIONAL DETAILS-HIGH SCHOOL**

| School | Year | Examination passed | Result |
|--------|------|--------------------|--------|
|        |      |                    |        |
|        |      |                    |        |
|        |      |                    |        |

| <b>PART C: PROFESSIONAL QUALIFICATION</b> |             |                        |                      |                      |                     |      |
|---|-------------|------------------------|----------------------|----------------------|---------------------|------|
| Year Started & Completed                  | Institution | Qualification Attained | Major field Of Study | Grade Points Average | Name of Examination | Date |
|   |             |                        |                      |                      |                     |      |
|   |             |                        |                      |                      |                     |      |
|   |             |                        |                      |                      |                     |      |
|   |             |                        |                      |                      |                     |      |

| <b>PART D: SERVICE EXAMINATIONS</b> |      |
|-------------------------------------|------|
| Name of Examinations                | Date |
|                                     |      |
|                                     |      |
|                                     |      |

**PART E: EMPLOYMENT RECORD**

| Period | Employer | Positions held |
|--------|----------|----------------|
|        |          |                |
|        |          |                |
|        |          |                |
|        |          |                |

1. Please indicate the level of your computer skills and the software you are familiar with.

\_\_\_\_\_

\_\_\_\_\_

**PART F: THREE (3) REFEREES NAME & CONTACT**

(Please provide two work and one character referee)

|                          | Referee # 1 | Referee #2 | Referee#3 |
|--------------------------|-------------|------------|-----------|
| Name                     |             |            |           |
| Positions & Organisation |             |            |           |
| Phone Contact            |             |            |           |
| E-mail Address           |             |            |           |

**PART G: DECLARATION**

I declare that the information provided in this application is true and accurate to the best of my knowledge. FRCA reserves the right to disqualify my application if the information contained in this application is found to be incorrect and incomplete.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Please return the completed form to:

The National Manager Human Resources  
 Fiji Revenue & Customs Authority  
 Private Mail Bag  
 Suva