



PLEASE PASTE PHOTO

Internal Candidate:  External Candidate:

**FIJI ISLANDS REVENUE & CUSTOMS AUTHORITY  
APPLICATION FORM**

1. Applications are invited from all interested candidates wishing to be considered for any vacant position.
2. Failure to fill out all boxes may result in 'non-consideration' of application.
3. Do not attach any certificates with this application form unless requested by the Authority.
4. Please kindly take note that if you do not receive a formal response to your application within 4 weeks of lodging an application, this may indicate that your application has been unsuccessful.

**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. Fiji Citizen/Permanent Resident(Y/N)** \_\_\_\_\_

**7. Do you hold a Permanent Resident status in another country (if yes, please state):**  
 \_\_\_\_\_

**8. Postal Address:** \_\_\_\_\_      **9. Residential Address:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**10. Phone Number :( Res)** \_\_\_\_\_ **Work:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

- 11. Have you applied for any positions previously in FIRCA.**
- Position: \_\_\_\_\_ Year: \_\_\_\_\_
  - Position: \_\_\_\_\_ Year: \_\_\_\_\_

**12. Do you have any close relative working for FIRCA. (if yes, please state name and the relationship)**  
 \_\_\_\_\_  
 \_\_\_\_\_

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

School	Year	Examination passed	Result

**PART C: TERTIARY QUALIFICATION**

Year started & completed	Institution	Qualification Attained	Major field of study	Graduation date/year

**PART D: EMPLOYMENT RECORD**

Year	Positions Held	Employer (Name & Contact)	Duties

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

\_\_\_\_\_

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

**(Please note that the referees should not be personal or related to the applicant and one should be a character referee)**

	Referee # 1	Referee # 2	Referee#3
<b>Name</b>			
<b>Positions &amp; Organisation</b>			
<b>Phone Contact</b>			

**PART F: DECLARATION**

**I declare that the information provided in this application is true and accurate to the best of my knowledge. FIRCA 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 Manager Human Resources  
 Fiji Island Revenue & Customs Authority  
 Private Mail Bag  
 Suva