**MINISTRY OF EDUCATION, HERITAGE AND ARTS**

**APPLICATION FOR ALL VACANCIES**

# Vacancy Details

Please insert the details of the vacancy you are applying for. If you are applying for more than one position you will need a separate application for each position you are applying for.

|  |  |
| --- | --- |
| VACANCY NO: | VACANCY TITLE: |

# Personal Details

|  |  |
| --- | --- |
| First Name: | Last Name: |
| Date of Birth: / / Note: applicants must be below 55 years of age | Gender (circle): Male FemaleFor statistical purposes only |
| Email address: | Phone contact: |
| Current Residential Address: | Current Postal Address: |

Notes:

1. You must personally complete this form and sign the Declaration at the end of the form
2. Ensure that your first name, last name and date of birth are the same as those on your identity documents
3. All communication regarding your application will be via email. Ensure that you provide a valid email address and that you check this email regularly for communication regarding your application.
4. As part of your application, please submit
	1. A completed and signed application form;
	2. Current CV outlining your qualifications and experience;
	3. For teaching positions only: a certified copy of your Fijian Teachers’ Registration Authority registration; and certified copies of your qualifications.

# Location Preferences - Teaching Positions Only

Please complete this section **only** if you are applying for a teaching position.

Applicants will be placed on an Order of Merit based on their participation in the selection process. As vacancies become available offers will be made from the top of the order of merit, and based on location preferences specified. To assist this process, please number all of the districts where you are prepared to serve, in order of your preference. Do not nominate individual schools.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Preference Number | District | Preference Number | District | Preference Number | District |
|  | Ba-Tavua |  | Lautoka-Yasawa |  | Nausori |
|  | Cakaudrove |  | Macuata Bua |  | Ra |
|  | Eastern |  | Nadroga-Navosa |  | Suva |

# Minimum Eligibility Requirements

Please answer the following questions in relation to your eligibility for employment in the position you have applied for. Please note that if you cannot answer yes to all questions below, you are not eligible for appointment.

|  |  |
| --- | --- |
| Eligibility Requirement | Circle Relevant Response |
| 1. Are you under 55 years of age? (only applicants below 55 years of age are eligible for appointment)
 | Yes No |
| 1. Are you willing to obtain a Police Clearance at your own expense, upon appointment (clearances must be dated within 2 months of appointment)?
 | Yes No |
| 1. Are you in good health and able to undertake the requirements of the position? (A medical certificate may be required, at your own expense, upon appointment)
 | Yes No |
| 1. Are you a Fijian citizen? (note: only Fijian citizens are eligible for appointment)
 | Yes No |
| 1. *For teaching positions only*: Do you currently hold a valid teacher registration with the Fijian Teachers’ Registration Authority, or will you be eligible for teacher registration upon graduation?
 | Yes No |

# Qualifications

Please outline your qualifications below. If you are applying for a teaching position in technical campuses or secondary schools, please outline the major and minor subject areas you studied and are qualified to teach.

|  |  |  |
| --- | --- | --- |
| Institution Name | Name of Qualification (& major/minor subjects) | Year Completed |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# Professional Referees

You are required to nominate two referees in relation to your application. Referees MUST be able to provide detailed comments in regard to your ‘professional’ performance.

If you are currently or have recently worked in a teaching role, one of these referees must be the Head Teacher or Principal of the school.

If you are a recent graduate, you should nominate your most recent academic supervisors and/or practice teaching supervisors.

|  |  |
| --- | --- |
| Referee One | Referee Two |
| Title: | Title: |
| First Name: | First Name: |
| Last Name: | Last Name: |
| Email address: | Email address: |
| Phone number: | Phone number: |
| How do you know this referee: | How do you know this referee: |

# Statement Addressing Knowledge, Experience, Skills and Abilities of Role

Before you complete this section, refer to the job description for the role you are applying for to ensure that you are able to address all aspects of the requirements of the role in your application.

|  |
| --- |
| **Statement Addressing Knowledge and Experience Requirements**Please provide a statement outlining how you meet the knowledge and experience requirements of this position as stated in the job description. Your statement should be no more than one typed page. (expand this box as required) |
|  |

|  |
| --- |
| **Statement Addressing Skills and Abilities Requirements**Please provide a statement outlining how you meet the skills and abilities requirements of this position as stated in the job description. Your statement should be no more than one typed page. (expand this box as required) |
|  |

# Declaration and Authorisation

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(full name: first name/s and surname)*

of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(full residential address)*

Being an applicant for the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (p*osition title & vacancy reference)*

In the “Ministry of Education, Heritage and Arts”, declare that:

* I have not been convicted of any criminal offences (for these purposes do not count any infringement offences, e.g., parking or speeding offences, as they do not result in a conviction being entered against you)
* I acknowledge that if I am successful I will have to provide a recent police clearance within two months of my appointment.
* I have not been the subject of any disciplinary action by any employer or professional body in Fiji or overseas, nor are there any unresolved complaints against me.

OR

* Details of disciplinary action or unresolved complaints against me are as follows

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* I have not been made bankrupt, entered into a composition with my creditors, or been disqualified as a director.
* I know of no other matter which might affect my credibility in office.
* I understand and consent to my application form, my curriculum vitae and any other material supplied being held by the “Employer” and being used to assess whether I may be employed in the “Ministry”.
* I authorise the “Ministry” 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 being taken against me.

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