



FIJI REVENUE & CUSTOMS AUTHORITY APPLICATION FORM

1. Applications are invited from all interested candidates wishing to be considered for any vacant position.
 2. Please attach all academic transcripts and current Curriculum Vitae with your 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

PART C: PROFESSIONAL QUALIFICATION SERVICE EXAMINATIONS							
Year started & completed	Institution	Qualification Attained	Major field of study	GPA	Date of Graduation	Name of Examination	Date Passed

PART D: MEMBERSHIP OF OTHER INSTITUTION e.g. FIA	INSTITUTION e.g. FIA
Institution Name	Degree of Membership [e.g. Provisional membership]

PART E: WORK EXPERIENCE			
Date/Period	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	Refree#3
Name			
Positions & Organisation			
Phone Contact			

PART F: 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 your completed form to: **The Manager Human Resources, Fiji Revenue & Customs Authority, Private Mail Bag, Suva. Telephone No: 3243000 Ext. 3203/3233, 3206. Located at Level 2, Building 3, FRCA Complex, Nasese, Suva.**