



## STAFF APPLICATION FORM

- Please complete the form clearly in **black ink** or **typescript**.
- Please **attach certified copies of certificates** supporting your application. Originals will need to be sighted prior to an unconditional offer of employment.
- Should you require additional space to address any question, please attach additional pages.
- You are invited to submit a separate curriculum vitae if you wish.
- Please **send completed application form to:** *The Principal, Fulton Adventist University College, Private Mail Bag, Nadi Airport, Fiji; Email: [principal@fulton.ac.fj](mailto:principal@fulton.ac.fj).*

### 1. POSITION APPLIED FOR:

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### 2. PERSONAL DETAILS

Surname:	Previous Surname:
First Name:	
Title:	Any other previous name changes:
Home Address:	
Email:	
Telephone:	Mobile:
Citizenship:	

### 3. EDUCATION & QUALIFICATIONS

Please give details of all your **Higher Education** and equivalent courses:

Date attended		Name of University/ Other Institution	Qualification obtained and Grade/Level	Name of Awarding Body
From (mm/yy)	To (mm/yy)			

**4. LIST ANY OTHER RELEVANT TRAINING UNDERTAKEN**

Please give details of any other professional or vocational qualifications you hold that are relevant to your application.

Dates obtained	Qualification and Grade/Level obtained	Name of Awarding Body

**5. CURRENT EMPLOYMENT**

Please give details of any other professional or vocational qualifications you hold that are relevant to your application.

Employer	Job Title	Role	From (mm/yy)	To (mm/yy)

Current Salary:

Reason for Leaving:

**6. EMPLOYMENT EXPERIENCE**

From (mm/yy)	To (mm/yy)	Employer	Job Title	Role

Reason for Leaving:

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Reason for Leaving:

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Reason for Leaving:

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Reason for Leaving:

**7. PERIODS NOT IN EMPLOYMENT OR EDUCATION**

From (mm/yy)	To (mm/yy)	Reason for Periods not in Employment/Education

## 8. REFEREES

Please provide details of two referees, who have had recent professional knowledge of your work, one of which must be your present employer, or last employer if not currently employed. References will not be accepted from relatives or people writing solely in the capacity of friends. **It is Fulton Adventist University College's policy to request references prior to interview. If you have any concerns about this, please contact us.**

### Present Employer

Name:	
Position:	
Address:	
Email:	
Telephone:	Fax:

### Other Referee:

Name:	
Position:	
Address:	
Email:	
Telephone:	Fax:

## 9. SUPPLEMENTARY INFORMATION

Within this supplementary information, please include a statement of personal qualities and experience you believe are relevant to your suitability for the position advertised and how you meet the person specification.

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**10. FOR PERSONS WHO ARE NOT FIJIAN NATIONALS**

If you have any conditions related to your employment, please give full details below.

**11. DECLARATION**

Are you related to or do you have a close relationship with a member(s) of the Fulton Adventist University College Administration or Fulton Adventist University College Board? **Yes/No**

If **Yes**, please provide details.

**I declare that:**

- **the information I have given on this form is complete and accurate**
- **I am not banned or disqualified from working with children nor subject to sanctions or conditions on my employment imposed by a regulatory body**
- **I understand that to knowingly give false information, or to omit information, could result in the withdrawal of any offer of employment, or my dismissal at any time in the future, and possible criminal prosecution.**

**Signature:**

**Date:**