



Office Use Only
Application Number: ____

APPLICATION FORM

(Tonga Fire and Emergency Services Recruitment)

ATTACH PHOTO
HERE

*(Please supply an
original
Photograph if possible)*

The Tonga Fire & Emergency Services (TFES) is a national organization. Recruitment and deployment is subject to the organizational needs. Upon completion of training all members must be prepared to be deployed to any stations within the Kingdom as well as Regional and International emergency disaster locations. TFES members may be regularly moved throughout their carrier

This form is to be completed in your own handwriting in black pen. After you have completed the form you should return it to the Fire Station where you obtained it. You should keep a copy for yourself.

You will be required to provide relevant documents and must be certified as being a true copy if the original document is not available. Further instructions are contained in this form. Use a single staple in the top left hand corner of your application form to attach your certified documents.

This form contains 5 sections. Your answers to some parts of the form will be assessed and given a score. This score will be compared to the scores of other applicants and the best scores will proceed to the next stage in the process, You should complete all parts of the form to obtain the best possible score.

Please complete this form in English. If you are unable to write in English you may write in the Tonga language.

Section 1 – YOUR BACKGROUND

Personal Details			
Surname: (Family Name)		Surname at Birth: <i>(If different)</i>	
Given Names: Note: Your legal name should be the same as it appears on your birth certificates. If it is different, please supply supporting evidence of any legal change of name, e.g Marriage Certificate.			
Preferred Name:			
Date of Birth:	Age:	Town/Country of Birth:	
Marital Status <i>(Please circle Appropriate)</i>	Married	Single	De facto
Current Residential Address:			
Contact Numbers:	Home:	Work:	Mobile:
Email Address: <i>(If applicable)</i>			
Postal Address:			
Have you ever known by or use any other name?		YES	NO

	YES	NO	Details (including dates)
Have you had a loan arrangement terminated by a bank/finance company/other?	<input type="checkbox"/>	<input type="checkbox"/>	
Are you in arrears with any existing loan/mortgage/hire purchase agreement?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you had any Court action taken against you for any debt?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you had any repossession proceedings or action commenced against you?	<input type="checkbox"/>	<input type="checkbox"/>	

Section 2 – EMPLOYMENT & WORK EXPERIENCE

Employment:

Start with most recent

Name, address, telephone and nature of business	Position held	Date started and date left	Reason for leaving

Referee 1

Please give name and address of referee:

Referee 1:

Name:

Address:

Position held:

Telephone:

May we contact this referee now? YES NO

Referee 2

Please give name and address of referee:

Referee 2:

Name:

Address:

Position Held

Telephone:

May we contact this referee now? **YES** **NO**

Section 3 – EDUCATION & SKILLS

Education

Qualification and Training

Please provide all educational qualification including vocational and professional qualifications, short courses and relevant trainings. Also include all details of examinations due to be taken. Start with the most recent. Continue on separate page if necessary.

Examination type & subject	Date passed/due to be taken	Grade

Other Activities:

Please tell us about skills you have such as driving or language skills and any voluntary or community activities you have been involved with.

Indicate your language proficiency: *(circle appropriate)*

English: Fair Fluent Speak Write Read

Tongan: Fair Fluent Speak Write Read

Other: *(Please provide detail and proficiency level)*

What voluntary or community activity you have been involved with?

Please enclose **CERTIFIED COPIES** of your educational qualifications or results to date if your qualifications is not yet complete. Certified copies means having the documents sighted and the copies signed as true reproductions of the originals (see instructions on page 15). **Failure to have documents correctly certified may result in the return or withdrawal of your applications.**

Driving Qualification:

Do you hold a current manual driver's License without Learner's restrictions?
(If yes please attach copy)

Yes

No

License No:

Expiry:

License Endorsement:

Other Qualification:		
Do you hold a current first aid certificate?	Yes	No
If YES , issued by <i>(please attach Copy)</i>		
Date of issue:		
Expiry date:		
Do you know how to use a computer?	Yes	No
Do you have any sports (amateur or professional) background?	Yes	No

Section 4 – ABOUT YOURSELF

In your own neat handwriting, please provide a summary of the reasons why you would like to join the Tonga Fire and Emergency Services.
In your own neat handwriting, please write a 200 word summary about yourself, including family, school, work and community relationships

Section 5 – DECLARATION BY APPLICANT

I hereby apply to joint the Tonga Fire and Emergency Services and declare that the information provided by me in this application is completed and true. I acknowledge:

I must inform the Tonga Fire and Emergency Services without delay of any changes in my circumstances. I will be required to undergo a security clearance on criminal conviction checks on myself.

Any offer of appointment will be subject to satisfactory references and vetting, a medical examination, continued good conduct and maintenance of fitness.

Successful candidates must service wherever required to do so within the Kingdom of Tonga.

The information I have provided may be held on manual filling and computer systems as part of the recruitment process.

Signature

Date

**THIS COMPLETED APPLICATION FORM AND ALL ENCLOSURES SHOULD BE RETURNED TO THE
FIRE AND EMERGENCY SERVICES HEADQUARTER ACCORDING TO THE TIME SPECIFIED ON THE
ADVERTISEMENT**

APPLICATION FORM CHECKLIST

It is important to complete the application form thoroughly and provide all necessary information. Before submitting your application form and accompanying documents to the Fire Headquarter, please check that you have completed the following items and included the following documents. Tick the appropriate response and enclose this page with your application form.

Note: N/A means Not Applicable (*this part does not apply to you*)

	Yes	No	N/A
Have you inserted your full name and contact details in Section 1?			
If you were not born in Tonga, have you attached a certified true copy of your Tonga Citizenship Certificate for Section 1?			
If you have certificates for first aid or typing, or if hold a Tongan passport, have you provided certified true copies of these as required by Section 1?			
Apart from your present employment, have you listed details of all previous positions you have held, including contact telephone numbers in Section 2?			
Have you provided your driver's license details required by Section 3?			
Have you attached certified true copies of all educational qualifications achieved in Section 3?			
Have you provided the personnel statement in Section 4?			
Have you completed the summary about yourself in Section 4?			
Have you signed the declaration at Section 5?			
Also, have you attach certified copies of your;			
birth certificate?			
marriage certificate?			
divorce certificate?			
driver's license?			

Certification of Documents

Please do not send your original documents, e.g your birth certificate. The documents you are required to send with your application must be photocopied and signed by an eligible person. This eligible person must view the original document, sign the photocopy in the following way, and stamp the signature with an official stamp if they have one.

" I (person's name) certify that this is a true copy of the original document seen by me"
Signed (person's signature)
Date (date of signature)
Status of person signing. e.g Lawyer.

Eligible Person

Your documents may be signed by 1) *any member of the clergy*, or 2) *a Lawyer*