

TONGA NATIONAL QUALIFICATIONS AND ACCREDITATION BOARD



JOB APPLICATION FORM

2021

THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED CONFIDENTIALLY.

Please note that the closing date for this job vacancy is _____ . To apply for this post please accompany this application form with your curriculum vitae and a cover letter, certified certificates and transcripts.

We will require you to be available for an interview.

Section 1: Position Applying For

Post	
Division Under	
Application No.	

Section 2: Applicant's Legal Name and Contact Detail

First Names		Last Name	
Address		Contact Detail	
		Mobile Number	
		Telephone Number	
Email			
<p>Answer the following Questions: <i>(please tick (✓) the space provided if "YES", and cross (×) if "NO"</i></p>			
Q1. Are you eligible to work in Tonga?	YES		NO
Q2. Please explain why, for your answer in Q1.			
Additional Comments (Optional)			

Section 3: Education History

(Please list chronologically, starting with the current academic achievements)

Higher Institutions or Universities	Examination Taken and Qualifications Gained	From (Date)	To (Date)
Additional Comments (Optional)			

Section 4: Employment History

(Please list chronologically, starting with current or last employer)

Name and Address of Employer		Job Title & Responsibilities		Salary and Reason for Leaving		From (Date)	To (Date)
Name		Job Title		Salary			
Address		Responsibilities		Reason(s) for Leaving			
Name		Job Title		Salary			
Address		Responsibilities		Reason(s) for Leaving			
Name		Job Title		Salary			
Address		Responsibilities		Reason(s) for Leaving			
Name		Job Title		Salary			
Address		Responsibilities		Reason(s) for Leaving			
Additional Comments (Optional)							

Section 5: Criminal Offence

(Please tick (✓) the space provided if “YES”, and cross (×) if “NO”

Have you ever been convicted of a criminal offence?	YES		NO	
Have you any prosecutions pending?	YES		NO	
If “YES”, please give details/ dates of offence(s) and sentence:				
Details	Dates	Sentence		
Additional Comments (Optional)				

Section 6: References

(Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are).

Reference 1		Reference 2	
Name		Name	
Organization		Organization	
Position (Job-Title)		Position (Job-Title)	
Work Relationship		Work Relationship	
Date Employed		Date Employed	
Address		Address	
Telephone No.		Telephone No.	
Mobile-phone No.		Mobile-phone No.	
Email:		Email:	

Section 7: Declaration

I confirm that the information provided in this application and within my Curriculum Vitae is both truthful and accurate. I have omitted no facts that could affect my employment. I understand that any false misleading statements could place any subsequent employment in jeopardy. I understand that any employment entered into is subject to documentary evidence of my right to work in Tonga and satisfactory references. I expressly consent to personal data contained within this form being recorded for the purposes of assessing suitability for the post and may form the basis of any subsequent personnel file.

Signature		Date	
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Tonga National Qualifications and Accreditation Board undertakes that it will treat any personal information that you provide to us, or that we obtain from you confidentially. After initial assessment, TNQAB may keep your details on file pending suitable opportunities that may arise in the future. Please tick if you do not wish us to hold your details.