

FTRA FORM 5
APPLICATION FOR VOLUNTEERS



FIJI TEACHERS REGISTRATION AUTHORITY

Level 2, Harbour Front Bldg, Rodwell Road | GPO Box 12671 | Suva, Fiji Islands | Phone: (679) 3100 125 / 3311 175 / 999 2332 | Website: www.ftra.com.fj

Application Type:

- Local Volunteers
- Overseas Volunteers

*Certified Passport
Photo*

*(Staple on the edge
of the photo &
Applicants Name to
be written at the
back of the photo)*

FTRA Registration Requirements Checklist – Please ensure the “FTRA Form 5” is fully and accurately completed. Please tick the following respective box:

Local Volunteers

Requirements/Checklists

	Applicant	Office use
1. Approval letter from Permanent Secretary (MEHA)	<input type="checkbox"/>	<input type="checkbox"/>
2. Completed FTRA Form 5	<input type="checkbox"/>	<input type="checkbox"/>
3. Certified Passport size photo	<input type="checkbox"/>	<input type="checkbox"/>
4. Certified Copies of Certificates of Qualification	<input type="checkbox"/>	<input type="checkbox"/>
5. Approval letter from School	<input type="checkbox"/>	<input type="checkbox"/>
6. Original Birth Certificate	<input type="checkbox"/>	<input type="checkbox"/>
7. Full Medical Report	<input type="checkbox"/>	<input type="checkbox"/>
8. Police Clearance Payment Receipt Copy	<input type="checkbox"/>	<input type="checkbox"/>

Overseas Volunteers:

Requirements/Checklists

	Applicant	Office use
1. Approval letter from Permanent Secretary (MEHA)	<input type="checkbox"/>	<input type="checkbox"/>
2. Completed FTRA Form 5	<input type="checkbox"/>	<input type="checkbox"/>
3. Certified Passport size photo	<input type="checkbox"/>	<input type="checkbox"/>
4. Copy of Passport	<input type="checkbox"/>	<input type="checkbox"/>
5. Approval letter from School	<input type="checkbox"/>	<input type="checkbox"/>
6. Curriculum Vitae	<input type="checkbox"/>	<input type="checkbox"/>
7. Letter from Recruiting Embassy/Agency	<input type="checkbox"/>	<input type="checkbox"/>
8. Full Medical Report	<input type="checkbox"/>	<input type="checkbox"/>
9. Police Clearance from Country of Origin	<input type="checkbox"/>	<input type="checkbox"/>
10. Work Permit	<input type="checkbox"/>	<input type="checkbox"/>
11. Certified Copies of Certificates of Qualification	<input type="checkbox"/>	<input type="checkbox"/>

For more information in regards to MEHA approval, please check the Guideline on the following link:

<http://www.education.gov.fj/volunteers/>

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APPLICATION FOR VOLUNTEERS

1. PERSONAL DETAILS

Surname: _____

Given Names: _____

Title: (Miss/Ms/Mrs/Mr/Dr): _____ Gender: Male Female:

Date of Birth: _____ Place of Birth: _____

Citizenship: _____

Residential Address while in Fiji: _____

Postal Address in Fiji: _____

Home Country Address: _____

Section: ECE Primary Secondary Other

Name of School/Institution in Fiji: _____

2. CONTACT DETAILS

Telephone: (work) _____

Telephone: (home) _____

Mobile number: _____

Email address: _____

3. WORK SITE DETAILS

Name of School/Institution/Agency/Embassy: _____

Address: _____

Telephone: _____

Contact person: _____

Commencement date: _____

Nature of work involved: _____

I confirm that all the information herewith is true.

Signature of the applicant: _____ Date: _____