



# FIJI TEACHERS REGISTRATION AUTHORITY

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## FTRA FORM 5 APPLICATION FOR VOLUNTEERS

### 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 PS Education ( <i>only for MOE School Visits</i> )	<input type="checkbox"/>	<input type="checkbox"/>
2. Approval Letter from the HOS ( <i>only for Private School Visits</i> )	<input type="checkbox"/>	<input type="checkbox"/>
3. Completed FTRA Form 5	<input type="checkbox"/>	<input type="checkbox"/>
4. Certified Passport size photo	<input type="checkbox"/>	<input type="checkbox"/>
5. Relevant Certified Copies of Certificates of Qualification	<input type="checkbox"/>	<input type="checkbox"/>
6. Approval letter from the School ( <i>MOE Schools</i> )	<input type="checkbox"/>	<input type="checkbox"/>
7. Birth Certificate	<input type="checkbox"/>	<input type="checkbox"/>
8. Full Medical Report	<input type="checkbox"/>	<input type="checkbox"/>
9. Police Clearance ( <i>with no adverse record</i> )	<input type="checkbox"/>	<input type="checkbox"/>

### Overseas Volunteers:

Requirements/Checklists	Applicant	Office use
1. Approval letter from PS Education ( <i>only for MOE School Visits</i> )	<input type="checkbox"/>	<input type="checkbox"/>
2. Approval Letter from the HOS ( <i>only for Private School Visits</i> )	<input type="checkbox"/>	<input type="checkbox"/>
3. Completed FTRA Form 5	<input type="checkbox"/>	<input type="checkbox"/>
4. Certified Passport size photo	<input type="checkbox"/>	<input type="checkbox"/>
5. Passport Copy	<input type="checkbox"/>	<input type="checkbox"/>
6. Letter from Recruiting Embassy/Agency	<input type="checkbox"/>	<input type="checkbox"/>
7. Full Medical Report	<input type="checkbox"/>	<input type="checkbox"/>
8. Police Clearance from Country of Origin ( <i>with no adverse record</i> )	<input type="checkbox"/>	<input type="checkbox"/>
9. Work Permit	<input type="checkbox"/>	<input type="checkbox"/>
10. Certified Copies of Relevant Certificates of Qualification	<input type="checkbox"/>	<input type="checkbox"/>

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

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

**FTRA FORM 5**  
**APPLICATION FOR VOLUNTEERS**

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**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: \_\_\_\_\_