

## APPLICATION FOR ELECTION TO THE INSTITUTION

(Read this form carefully, particularly the Notes, before filling it in)

FOR APPLI	CATION AS	ASSOCIATE MEMBER   PROFESSIONAL MEMBER	DIPLOMATE MEMBER ☐ STUDENT MEMBER ☐	GRADUATE MEMBER ☐ TECHNICAL MEMBER ☐
	SECTION 1 PERSONAL DETAILS OF APPLICANT (This Section MUST be filled in by ALL applicants)			
NAME IN FULL		Surname)	(	Given Names)
Email (Pvt):			Email (Business):	
Residential Add	ress		Telephone (Pvt)	
			Telephone (Bus)	
Postal:				
DATE & PLACE	OF BIRTH		GENDER	☐ F
SECTION 2	PRESEN	IT EMPLOYER		
POSITION HEL	D		EMPLOYER	
DATE OF APPO	DATE OF APPOINTMENT			
SECTION 3	PRESEN	T EDUCATIONAL COURSE		
UNIVERSITY C	OR COLLEGE.			
TITLE OF COL	JRSE			
DATE STARTE	D		EXPECTED COMPLETION	DATE
NOTES	1.	PROFESSIONAL MEMBERS	fill Sections 1, 2, 4, 5, 6,	7, 8, 9 & 10
	2.	GRADUATE MEMBERS fill S	ections 1, 2, 4, 5, 6, 7, 8 &	. 9
	3.	DIPLOMATE MEMBERS fill S	Sections 1, 2, 4, 5, 6, 7, 8 &	<b>3</b> 9
	4.	TECHNICAL MEMBERS fill S	ections 1, 2, 4, 5, 6, 7, 8 &	<b>k</b> 9
	5.	ASSOCIATE MEMBERS fill S	sections 1, 2, 4, 5, 6, 7, 8 &	<b>k</b> 9
	6.	STUDENT MEMBERS fill Sec	etions 1, 3, 4, 5, 7 & 8	

SECTION 4 SECONDARY EDUCATION			
SCHOOL OR COLLEGE			
FINAL QUALIFICATION			
SECTION 5 TERTIARY EDUCATION			
UNIVERSITY OR COLLEGE			
FROM	то		
BRANCH OF ENGINEERING	QUALIFICATION ATTAINED		
STATE WHETHER FULL TIME □			
INSTITUTION EXAMINATIONS			
COUNTRY			
DATE OF PASSING PART I (Student)			
PART II (Graduate)			
PART III (Professional	I)		
SECTION 6 MEMBERSHIP OF OTHER PROFES	SIONAL INSTITUTIONS (For Associates need not be engineering)		
NAME OF INSTITUTE OR INSTITUTION	CLASS OF MEMBERSHIP DATE OF ELECTION		
SECTION 7 APPLICANTS DECLARATION			
I agree, if elected to Engineers Fiji, to be governed by the Rules, by-Laws and Regulations of the Institution for the time being in force or as may be amended or enlarged. I will promote the aims and objects of the Institution as far as may be in my power. I certify that the statements made by me on this application form are correct.			
SIGNATURE	DATE		

REMEMBER TO SEND EVIDENCE OF QUALIFICATIONS WITH THIS FORM!

SECTION 8 PROPOSAL			
I / We, the undersigned election to the Grad	gned, as Professional Members of Engineers Fiji, propose this Applicant i de of:	n full conviction of his / her suitability for	
PROFESSIONAL	☐ GRADUATE ☐ DIPLOMATE ☐ TECHNICAL ☐	ASSOCIATE   STUDENT	
PROPOSER			
Name in ful	l:	REG No	
Address:		PHONE	
Employer /	Company	DATE	
Signature			
SECONDER			
Name in ful	l:	REG No	
Address:		PHONE	
Employer /	Company	DATE	
Signature			
shall have satisfied	rade of Graduate, Diplomate, Technical or Student shall note that only of himself / herself that the Applicant is receiving adequate education and the state of t		
SECTION 9	DOCUMENTS SUPPORTING THE APPLICATION		
be returned to the their care but will to the list given below	uments are submitted in support of the Application. They are for use by the Applicant as soon as possible. Engineers Fiji will accept no responsibility ake every due attention to avoid loss or defacement. One copy of each down is NOT intended to be a list of the requirements for supporting docume mitted documents to be kept by the evaluation committee.	, financial or otherwise, for the documents while in ocument shall be submitted.	
DOCUMENT No	DESCRIPTION		
1	DEGREE (Please describe)		
2	DIPLOMA (Please describe)		
3	PROJECT CALCULATIONS (Give number of pages)		
4	PROJECT DRAWINGS (Give drawing numbers)		
5	PROJECT SPECIFICATION (Give number of pages)		
6	NARRATIVE (Give number of pages)		
7	MEMBERSHIP CERTIFICATES FROM OTHER INSTITUTES (Please	describe)	
•	MEMBERORIII GERTII IOATEG TROM GITTER INGTIT GIEGO	4000,1907	
8	PUBLISHED PAPERS (Please describe)		
5	1 OBLIGHED I ALLINO (1 loade describe)		

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OTHER DOCUMENTS (Please describe)

SECTION 10 STATEMENT OF EMPLOYMENT & PROFESSIONAL EXPERIENCE			
APPLICANTS NAME			
This statement should provide the evaluation committee, in chronological order, clear and verifiable information on each engineering position held since obtaining professional qualifications. Start and finish dates MUST be shown. For each position a comprehensive statement is required showing the tasks, projects and responsibility and MUST include the following information:			
a. Date	es of appointment, title of appointment		
b. Nam	e and address of Employer		
c. Nam	e of supervising professional engineer and a contact direction		
d. Orga	anisational schedule		
A mere statement of the duties of a particular appointment is NOT acceptable. Details of the tasks undertaken and the responsibilities associated with these is required. Applicants to the grade of Professional Member must have had experience in the three main aspects of engineering, design, supervision of construction and contractual documentation. This will include design and investigation, operation, installation, construction, commissioning, production work, specification writing, Conditions of Tender & Contract. Applicants must ensure that the details of experienced are included in the Statement. Experience claimed MUST be verified by a Professional Member of an Engineering Institution recognised by Engineers Fiji who is in a position to certify the accuracy of the statements made. The verifier's name must be clearly printed below the verifier's initials.			
If space insufficient RENUMBER THE F	in the pages given in this form photocopy the continuation sheet and attach after the continual AGES.	tion sheet. DO NOT	
INSERT DATES (MONTHS & YEARS) IN THIS COLUMN	STATEMENT	USE THIS COLUMN FOR VERIFICATION OF EACH ITEM OF EXPERIENCE (Please print the name of the verifier below the signature)	

SECTION 10 5	TATEMENT OF EMPLOYMENT & PROFESSIONAL EXPERIENCE (Conti	nuation sheet No
INSERT DATES (MONTHS & YEARS) IN THIS COLUMN	STATEMENT	USE THIS COLUMN FOR VERIFICATION OF EACH ITEM OF EXPERIENCE (Please print the name of the verifier below the signature)

SECTION 11 GENERAL NOTES			
No	ITEM		
1	GRADUATES  It is important below	that graduates communicate to their employer the requirements for PROFESSIONAL MEMBERSHIP listed in Note 2	
2	PROFESSION	NAL MEMBERSHIP	
	we attach thes successful in is sufficiently responsibility	nt of Professional Membership to a recognised Institution is an important step in the development of an engineer and se notes to enable any Applicant to judge whether or not they are ready for this major step and are likely to be their application. The broad rule of thumb that the evaluation committee is required to establish is that the Applicant experienced in the broader aspects of engineering to enable him / her to be able to act ON THEIR OWN with full for their own actions and to fully realise the faith that the general public places, and is entitled to place, in their order to evaluate this preparedness, the evaluation committee will be looking at the experienced gained since in the fields of:	
	1.	Design	
	2.	Supervision	
	3.	Documentation, particularly in regard to Conditions of Contract, Conditions of Tender and responsibility for the actions they make	
	4.	Ethics	
	that enables h	nree of these items, it is normally expected that the Applicant has had at least one year in each item in a position nim/her to develop skills in these vital areas of engineering. The fourth item is self-explanatory and clearly explained of Engineers Fiji.	

SECTION 12 FOR USE BY THE INSTITUTION ONLY		
ITEM	DATE	
Application Received		
Recorded by Council		
EF Number allocated		
EF Number :		
Report from Evaluation Committee Received by Council		

ELECTION APPROVED	Signature	DATE
	(President/ Vice President/ Secretary)	
APPLICANT NOTIFIED	Date	
CERTIFICATE ISSUED	Date	