

Office use only: Registration #

FONO AOA O A FAIAOGA O SAMOA
Samoa Teachers Council



PEPA FAATUMU MO LE
FAAMAUINA ATOATOA:
Application form for Full
Teacher Registration: FORM
TCFT1A

GOVERNMENT OF SAMOA
Ministry of Education, Sports and Culture

Complete this form if you are:

Faatumu mai le Pepa faatumu pe a fai o oe

- o loo e galue faafaiaoga ma ua sili atu ma le lua tausaga le auunaga :teaching in a school with 2 years or more of teaching experience.
- o oe o se faiaoga ua toe faaauaina le auunaga pe o oe o se faiaoga fou i Samoa :resuming employment in a school or a new teacher in Samoa and have not registered as a teacher with the Teachers Council.
- Pule Aoga pe Sui Pule: a Principal/Vice Principal or ECE Principal

VAEGA A FAAMATALAGA O LĒ O LOO TALOSAGA
SECTION A PERSONAL DETAIL (Faatumu e lē o loo talosaga mai)

1. Igoa
Full name

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Surname First Name

(Tusi lou Igoa aloaia o loo faaoga I lau galuega. State your official name used at work)

2. Isi igoa e te Agavaa ai
Any other name you are known of

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3. Suafa matai
Matai title(s):

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4. Ituaiga:
Gender:

Alii <input type="checkbox"/>	Tamaitai <input type="checkbox"/>
Male	Female
<i>(togi le pusa talafeagai)</i>	<i>(tick the box)</i>

5. Numera faigaluega
Employment Number:

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*(if known otherwise leave blank)
(pe a iloa)*

6. Aso Fanau
date of birth

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(dd/mm/yyyy)

*(state your birth of date as on the birth certificate
(Tusi lou aso fanau o loo I le pepa fanau)*

7. Nuu ma le atunuu na fanau ai
Place of birth

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8. Nationality:
Tagata Nuu

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9. Laisene
Avetaavale:
Driver's license number

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Auala o Fesootaiga:**Contact details**

10. Nofoaga e aumau ai
Home address:
11. Tuatusi
Postal address:
(if different from 10)
12. Numera Telefoni (fale):
Home phone
13. Numera Telefoni feaveai
Mobile phone
14. School phone:
Numera a le Aoga
15. imeli
email address:
16. nisi imeli
Alternative email:

VAEGA: B FAAMAUMAUGA O GALUEGA
SECTION B: EMPLOYMENT DETAILS
Employment details:

17. O le fea o vaega nei o loo e faigaluega ai i le taimi nei?
Which sub-sector are you currently working in? :
- ECE Mission Government
- Private
- (tick one) (togi le pusa talafeagai)

18. Aoga o loo e galue ai:
School of employment:
- (school you are currently teaching in)

Teacher Registration Information**Faamatalaga o le Faamauina Faa-Faiaoga**

19. Poo e umia i le taimi nei se pepa faamaonia o le Faamauina faafaiaoga ma se Laisene faafaiaoga mai se isi atunuu?
Do you hold any current teacher registration and teaching license from any other overseas country?

Ioe
Yes

Leai
No

20. Afai o le tali i le fesili o loo i luga o le Ioe, ona faatumu lea o le pusa o loo i lalo, ***ae a leai alu sao i le Vaega C:***
If yes fill in the boxes below, if No go to Section C. (Please attach photocopies of Teacher Registration Certificate and Teaching License) Faapipii mai kopi faamaonia o au tusi Faamauina Faa-faiaoga

Numera o le tusi Faamaonia Faafaiaoga
Teacher Registration Number:

Atunuu
Country:

Aso e maea ai le aloaia
Teaching Licence expiry date:

VAEGA C: TALA'AGA O LE SOIFUA GALUE
SECTION C: EMPLOYMENT HISTORY

21. Lisi uma mai Aoga sa e galue ai i le ono (6) tausaga talu ai. *List all schools you have taught in the last (6 years only)*

Aoga School	Tulaga Position (e.g teacher, part-timer, reliever)	Tausaga faigaluega Year of employment date/month/year	Mataupu sa aoaoina Subjects taught	Tausaga po o le maualuga na faiaoga ai Year level taught

VAEGA D: TUSIPASI TAUALOA UA ALOAIA
SECTION D: QUALIFICATIONS

22. Lisi uma mai Tusi Pasi ua aloaia faatasi ma ni tusi pasi i nisi agavaa tapulaa, i le faasologa o tausaga na maua ai
 List below all your qualifications including non-teaching qualifications in chronological order (most recent qualification first)

Igoa o le faailoga Name of Qualification	Aoga poo le Univesite Institution	Atunuu Country	Umi faatapulaaina o le faailoga Length of course/qualification	Tausaga na maea ai Year of completion

O nisi Tusi Pasi Taualoa

Other qualifications (any other qualification not listed in Section C above).

Igoa o le faailoga Name of Qualification	Aoga poo le Univesite Institution	Atunuu Country	Umi faatapulaaina o le faailoga Length of course/qualification	Tausaga na maea ai Year of completion

(Attach certified copies of all qualifications listed)

VAEGA E: FAAMAONIGA O LĒ E ANA LE TALOSAGA
SECTION E: PROOF OF IDENTITY

23. E manaomia le tuuina mai o se kopi faamaonia o se tasi o vaega nei:
 You are required to attach a certified copy of the following:

Mo Tagatānuu o Samoa-Samoan citizens only:

- kopi o le pepa fanau ua saina ma faamaonia: certified copy of your birth certificate
- kopi o lou Laisene Avetaavale i Samoa: photocopy of Samoan driver's license (valid driver's license)

For **Non-citizens only**

- kopi ole pepa o le tusifolau o loo iai faamatalaga i le o umiaina: **certified photocopy of passport information page**

VAEGA F: FAAMAONIGA O GALUEGA O LOO GALUE AI
SECTION F: PROOF OF TEACHING EXPERIENCE

- **Mo Faiaoga uma:** Ia faatumu e lou Pule Aoga, po o le Sui Pule le vaega lenei e faamaonia ai lau auauanga i totonu o lau Aoga.
- **Mo Pule Aoga a le malo:** Ia faamaonia mai e le Asiasi Aoga
- **Mo Pule Aoga uma a Ekalesia, faapea Aoga Tumaoti:** Ia faamaonia mai e se Taitaifono poo le Faatonusili o lau Aoga le vaega lenei.
- **Mo Aoga Amata:** Ia faamaonia mai e le tou Peresetene poo se sui o le Fono a Aoga Amata le vaega lenei.

GUIDELINES:

- **For all Teachers:** your Principal, Vice Principal or ECE Principal can be nominated to fill this section.
- **For Government Principals:** nominate your School Inspector to fill in this section.
- **For mission schools, and private school Principals:** nominate a member of your Board to fill this section
- **For ECE Principals:** nominate your ECE Council President to fill in this section.

24. Tulaga tofi o umia
 Which position do you hold: Principal Vice Principal ECE Principal
 (tick the box) togi le pusa talafeagai

Others..... (Please explain)

25. O galue I le taimi nei lea faiaoga?
 Is the teacher currently teaching in the school?
 (tick the box) Ioe/ Yes Leai/No

Igoa o le Aoga
 Name of School:

Tuatusi
 Address:

Numera Telefoni
 Contact number:

imeli
 email address:

26. **Tautinoga a le o loo faamaoniaina le talosaga: Declaration of person validating Proof of Teaching Experience**

- **Ou te faamaonia o le faiaoga e pei ona taua, o se faiaoga o lau aoga/ pulega/e I lalo o lau vaaiga. Ou te tautino atu o lona igoa moni lea.**
- *I confirm that the above teacher is a teacher employed under my leadership. I verify that the name used in this application is the true name of the applicant.*

Igoa o le o loo faamaonia le talosaga
 Name

Saini lou suafa:
 Signature

Name of person validating proof of teaching experience

Aso:
 Date:

VAEGA G: FAAMATALAGA ALOAIA O LE FAIAOGA**SECTION G: CHARACTER REFERENCE (For this section use Character Reference Template attached for your Referees comments.**

27. Filifili ni tagata se **toalua (2) faamoemoeina ua aloaia e le Tulafono a Faiaoga, 2016** e tuuina mai ni faamatalaga aloaia e faamatala mai ai ni ou agavaa ma agatausili e lagolagoina ai lau talosaga. Ia sili atu ma le 30 tausaga le matua o i latou o loo filifili, ma ia aua nei itiiti ifo i lalo o le 3 tausaga le lua masaniga.

You are required to **submit two (2) references from two (2) reputable persons over the age of 30 years** who have known you for at least three (3) years starting immediately prior to the date of your application.

The following are allowed under the Teachers Act, 2016: **Choose two (2) and provide them with the attached Character Reference Template for their written reference.**

- (a) o se faiaoga ua faamauina atoatoa ma a itiiti mai e lima (5) tausaga o galue faa-faiaoga: *teachers with full registration and at least five (5) years teaching experience:*
- (b) tagata tomiai faapitoa ua faamauina i lalo o le Tulafono o lo o faatonutonuina lea tomiai faapitoa a itiiti mai e (5) tausaga o tomiai: *professional person registered under the legislation regulating the profession with at least (5) years' experience (CEO, Board of Directors, Dean of Faculties)*
- (c) tagata o lo o umia tulaga tofi tau pulega a itiiti mai e lima (5) tausaga o tomiai: *persons holding managerial positions with at least five years' experience: (Principals, Vice Principals)*
- (d) ekalesia po o faifeau o ekalesia: *church or religious minister or*
- (e) Sui Usufono o le Palemene: *Member of Parliament; or*
- (f) tagata ua faatonuina: *prescribed persons*

O loo faapipii atu pepa e faatumu mai e i latou ua e filifilia mo a latou faamatalaga tusitusia: Character Reference Template: are attached for your Referees to comment.

VAEGA H: TAUTINOGA E TUSA AI MA LE TALOSAGA**SECTION H: APPLICATION DECLARATION**

Tali mai fesili e faaoga ai le togi o le pusa talafeagai, i le ioe po o le leai
Answer each question by ticking the boxes: either yes or no

- | | IOE | LEAI |
|---|------------------------------|-----------------------------|
| 28. Pe sa iai se taimi na faamaloloina mai ai oe i se galuega faafaiaoga i Samoa nei poo se isi atunuu i fafo?
Have you ever been dismissed from a teaching position in Samoa or overseas? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 29. Pe na iai se tulaga na teena ai ma faaleaogaina ai lou tusi faamauina i se isi atunuu
Have you had teacher registration refused or cancelled in any country? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 30. Pe i ai ni ou gasegase e ao ona faailoa mai
Do you have a medical condition that should be noted in this application? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 31. E i ai se suesuega po o ni moliaga faaletulafono o aafia ai oe i le taimi nei, e ono noatia ai lau auaunaga?
Are there any disciplinary matters for which you are currently under investigation that the Council should be aware of? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Afai o le tali i le fesili 31 o le IOE, ona faamatala mai lea e faaoga ai le pusa o loo faavanoa atu, a leai alu sao loa i le Fesili 32. If the answer to question 31 is YES please use the above box to briefly explain, if the answer is NO go straight to question 32.

32. E i ai ni moliaga faaletulafono sa e aafia ai i le ono (6) tausaga ua tuanai? Were you convicted of any matter in the courts of Samoa or overseas in the last six (6) years?

RIPOTI LEOLEO: Ia tuuina mai se ripoti a Leoleo mo le sefulu lua masina talu mai le taimi sa tusi talosaga mai ai

POLICE REPORT: You are required to attach a recent police report dated within 12 months from the time of the application. For non-citizens, please provide a police clearance report from your police authority of the country of citizens or permanent residence.

**VAEGA I:
SECTION I:**

**MALIEGA
STATEMENT OF CONSENT**

Ia mautinoa ua uma ona e faitau totoa i le vaega leni ao lei sainia
Please ensure you read this section carefully before you sign it.

O au/I,

(write full name)
(tusi lou igoa atoa)

ua ou tautino atu o faamaumauga uma ua tuuina atu i totonu o leni pepa faatumu e moni ma sao atoatoa.

(Declare that the information provided in this form is true and correct).

- Ou te tuuina atu le faatagaga mo le Fono Aoaoina ina ia fesootai atu i lau Aoga poo le Matagaluega poo so se isi lava o loo faamauina i leni pepa faatumu e faamaonia mai ai nisi o faamaumauga pea moomia
I consent to the Teachers Council contacting my current employer/Ministry, school or any other individual to confirm any information on this form if required.
- Ou te tuuina atu le faatagaga mo le Fono Aoaoina ina ia tuuina atu faamatalaga o le (Vaega D) o lau pepa faatumu i nisi o faalapotopotoga mo le faamaonia o nisi o faailoga ma agavaaa e pei o le:
 - Iunivesite Aoaoina o Samoa
 - Matagaluega o Faailoga ma Tusi Pasi Taualoa o Samoa*I consent to sharing the information contained in this form with any of the following organisations as required, to allow for verification of information pertaining to Section (D).*
 - National University of Samoa
 - Samoa Qualifications Authority
- Ou te tuuina atu le ioega i le Fono Aoaoina ina ia faailoa atu faamaumauga i totonu o leni pepa faatumu i le Matagaluega o Leoleo e pei o le Vaega (H) pe a moomia.
I hereby consent the Teachers Council to share information pertaining to Section (H) of my application with the Ministry of Police if required.
- Ua ou manino foi, i lalo o le Tulafono a Faiaoga, Vaega 2 (8) (1), 2(a) e mafai e le Matagaluega o Leoleo ona faailoa mai i le Fono Aoaoina, ni soligatulafono po o ni moliaga o loo autu ia te au o lē o loo talosaga.
I understand that any criminal conviction I might have with the Ministry of Police will be automatically revealed to the Teachers Council pursuant to TEACHERS ACT Part 2 (8) (1), 2(a).
- Ua ou manino, afai ae ou te tuuina mai i lalo o le pepa faatumu ni mau pepelo pe tau faasese, o lona uiga ua ou faia se soligatulafono i lalo o le Tulafono a Faiaoga, 2016, i lalo o le Vaega (5) 43, 1(b) or 2(b) ma e ono faasalaina au i se sala tupe e le silia ma le 50 iunite tau faasalaga poo, le nofosala i le falepuipui mo se vaitaimi e le silia le tolu (3) tausaga, po o faasalaga uma e lua .
- *I understand that if I provide any misleading information on this form, I will have committed an offence under the TEACHERS ACT, 2016 Part (5) 43, (1b) ,or 2(b) and will be liable to a fine of not exceeding 50 penalty units or imprisonment for a term not exceeding three(3) years or both:*

Signature:
Saini

Date:
Aso

VAEGA J: TOTOGIFUAPAUINA O LE FAAMAUINA ATOATOA
SECTION J: APPLICATION FEES

O tupe totogifuapauina mo talosaga tuuina mai e tatau ona totogi atu i le Matagaluega o Aoga Taaloga ma Aganuu. *The following fee must be submitted with your application and to be paid to the cashier at the Ministry of Education, Sports and Culture.*

- **WS \$100.00:** Talosaga mo le faamauina atoatoa ma le tusi faamaonia o le faamauina atoatoa
- **WS \$100.00:** *Application for full registration and issuance of registration certificate*

A faamanuiaina lau talosaga, o le a logo atu oe e totogi mai le totogifuapauina mo lou laisene faa-faiaoga
If your application is successful, you will be notified to pay the following fee for your teaching license.

- **WS \$50.00** Laisene faa-faiaoga
- **WS \$50.00** *Teaching license*

TOTOGI TOE FAAFOI ATU
FEE REFUND

A le faamanuiaina lau talosaga e mafai ona toe faafoi atu lau tupe o le totogifuapauina mo le tusi faamauina o le faamauina atoatoa.

If your application is unsuccessful your application fee will be refunded.

VAEGA K: LISI O VAEGA E TATAU ONA SIAKI MA FAAPIII MAI I LE TALOSAGA
SECTION K: CHECKLIST

Check that you have completed all sections, and have attached the required documentation for each section. Failure to submit all documentation could delay your application.

Please ensure that you have completed the following and attach the relevant documents.

VAEGA: SECTION	Galuega Moomia: Requirement	Pepa Faapipii Documentation Requirement	Siaki ma togi Check and tick
Vaega A: Section A:	Faatumu uma le Vaega A: Complete all of section A		
Vaega B: Section B	Faatumu uma le Vaega B. Complete all of Section B	<ul style="list-style-type: none"> • <i>Copy of Teacher Registration Certificate and Teaching License (current one)</i> • <i>Kopi o tusi faamaonia mo le Faamauina faafaitaoga.</i> 	
Vaega C: Section C	Faatumu uma le Vaega C Complete all of Section C		
Vaega D. Section D	Faatumu uma le Vaega D Complete all of Section D	<ul style="list-style-type: none"> • <i>Certified copies of Qualifications</i> • <i>Kopi o faailoga ma tusipasi.</i> 	

Vaega E. Section E	Faatumu uma le Vaega E Complete all of Section E	<ul style="list-style-type: none"> • <i>Certified copy of birth certificate for Samoan citizens</i> • <i>Certified copy of your passport information page for non-citizens.</i> • <i>Uluai pepa fanau ua uma ona faamaonia mo Tagata-Nuu o Samoa</i> • <i>Kopi o le Tusifolau ua uma ona faamaonia mo Tagata mai Fafu</i> 	
Vaega F. Section F	Faatumu uma le Vaega F Complete all of Section F		
Vaega G. Section G	Pepa o Faamatalaga mai nisi ua e filifilia Character Template to be filled by your nominated referees	<ul style="list-style-type: none"> • <i>Pepa o faamatalaga mai nisi faamoemoeina se toalua (2)</i> • <i>2 Character Reference to be filled by your nominated referees</i> 	
Vaega H. Section H	Faatumu uma le Vaega H Complete all of Section H	<ul style="list-style-type: none"> • <i>Faapipii mai Ripoti a Leoleo</i> • <i>Attach current police report</i> 	
Vaega I. Section I	Faatumu uma le Vaega I. Complete all of Section I	<ul style="list-style-type: none"> • <i>Ia saina le maliega</i> • <i>Sign the Statement of Consent</i> 	
Vaega J. Section J	Totogifuapauina Application Fees	<ul style="list-style-type: none"> • <i>Totogi mo le Talosaga</i> • <i>Submit fees for application</i> <i>Submit application AND application fees payable to the cashier at the Ministry of Education, Sports and Culture</i>	

Mo nisi faamatalaga faafesootai mai le

Sui Ofisa-Sili Lagolago MERD

Resitala Sinia : telefoni (+685 64600 ext. 261) imeli: l.aleni@mesc.gov.ws

FOR FURTHER INFORMATION CONTACT THE ACTING REGISTRAR (ACTING ACEO MERD) OR THE SENIOR REGISTRAR

Senior Registrar: telephone (64600 ext. 261) - email: l.aleni@mesc.gov.ws