



PAPUA NEW GUINEA TEACHING SERVICE COMMISSION

PROCEDURES OF RE-ADMISSION AND ADMISSION INTO TEACHING SERVICE COMMISSION

1. COMPLETE APPLICATION FOR REGISTRATION & EMPLOYMENT AS A TEACHER (EDB019)
2. DURATION FROM THE DATE OF YOUR RESIGNATION SHOULD BE 12 MONTHS BEFORE RE-ADMISSION.
3. THE TEACHER MUST BE GIVEN AN APPOINTMENT A FUNDED POSITION BY THE PROVINCE
4. MUST PROVIDE FULL QUALIFICATION DOCUMENTS (GR.10/12 CERTIFICATE /DIPLOMA /DEGREE CERTIFICATE & TRANSCRIPT CERTIFIED BY COMMISSIONER OF OATHS)
5. COPY OF TEACHER REGISTRATION FULL – INSPECTION REPORT. (NB: NEW /COMMENCEMENT PROVIDE PROVISIONAL REGISTRATION -current)
6. MEDICAL REPORT PREFERABLY FROM A REGISTERED DOCTOR-FOR RESIGNED OFFICER
7. THREE COPIES OF MEDICAL REPORT FROM THREE DIFFERENT DOCTORS IF RETIRED ON MEDICAL GROUNDS
8. COPY OF RESIGNATION LETTER FROM TSC
9. COPY OF TEACHER RECORD OF APPOINTMENT (TROA)
10. RESUMPTION OF DUTY SUMMARY SHEET
11. POLICE CLEARANCE
12. Teachers Applying for Re-admission must be below the age of 55 years which the minimum retirement age.
13. UNLESS THE DOCUMENTS ARE RECEIVED YOUR APPLICATION WILL NOT BE PROCESSED:

NB: ALL TEACHERS WITH CERTIFICATE IN TEACHING MUST UPGRADE THEIR QUALIFICATION TO DIPLOMA IN ORDER FOR TSC TO RE-ADMIT THEM INTO TEACHING SERVICE:

FOR YOUR INFORMATION AND GUIDANCE:

TEACHING SERVICE ADMISSIONS PROCEDURES

Instructions for Completing the Application for Registration and Employment as a Teacher

General Information

Complete all information in black or blue ink. Do not use pencil.

Ensure you attach a recent passport photograph to the front page of this application and include a further two (2) copies in an envelope for National Department of Education use. A fourth copy need to be presented, with a copy of this Application, to a Province that appoints you. Indicate whether you are a new Commencement or a Re-admission by placing a tick in the correct box at the top of the first page.

SECTION 1: PERSONAL DETAILS

All parts of this section must be completed. While not requirements are straight forward, pay special attention to what you write as your Home Province, Home District and Leave District. You may write not applicable at Nos 5, 12 and 13. Home Province means the Province in which you were born. Home District means the District in which you were born. Leave District will be the same as Home District, except if you are married. If you are married, you may write the Home District of your spouse as your Leave District. Please note, you must complete Section 2 of this application if you wish to use a different Leave District.

SECTION 2: FAMILY INFORMATION

Please note you may only include information in relation to your legal spouse and dependents. If you are married, complete all information relating to your spouse. If your spouse is not a government employee, leave the Employee Number entry blank. If you have dependents, you may only include those who are legal dependents. That is, dependents who are your off-springs or your legally adopted children. If you require more space to list dependents, securely attach another page to this application.

SECTION 3: PERSONAL INFORMATION

Both questions in this Section must be answered. If you answer "Yes" to either or both of these questions, you must provide written details explaining the circumstances in an attachment to this application.

SECTION 4: DECLARATION BY A MEDICAL PRACTITIONER

You need to be medically fit to meet the duties and responsibilities of a teacher in Papua New Guinea. For this reason, you must attend a medical examination. A qualified medical practitioner must sign this Application for Registration and Employment as a Teacher and complete a medical clearance form. The medical clearance form must be attached to this application. If you do not provide a completed medical clearance form, your application may be delayed and you may not be able to be appointed to a teaching position in Papua New Guinea.

SECTION 5: QUALIFICATIONS

Complete this section by writing in your tertiary and secondary qualifications. Include your current course of study if you are graduating from a Teachers College or a University and are seeking employment as a member of the Teaching Service in the coming year.

SECTION 6: ADDITIONAL SKILLS AND ABILITIES

This is your opportunity to include additional information to present the qualities you bring to a school in addition to your academic qualifications. If you require more space, securely attach another page to this page.

SECTION 7: TEACHING SERVICE IN PAPUA NEW GUINEA AND OVERSEAS

Starting with your most recent experience, list the Schools where you have taught and the year levels you have taught.

SECTION 8: DECLARATION OF SUITABILITY

This section must be completed by one of the following: a Judge or Magistrate, a Commissioner for Oaths, a Minister of Religion who is an authorized celebrant under the Marriage Ordinance 1963, a Provincial Administrative Secretary, an Assistant Secretary of Education, the Principal of a Teachers College or the Education Secretary of an education agency.

SECTION 9: TEACHER REGISTRATION

The Superintendent, Operations in Teacher Education Services, Completes this information.

SECTION 10, 11 AND 12: TEACHING APPOINTMENT SERVICE RECORD, VERIFICATION BY THE EDUCATION BOARD AND TEACHING SERVICES COMMISSION RECOMMENDATION.

Complete Section 10 only if you are seeking re-admission to the Teaching Service. Students of Teachers Colleges in Papua New Guinea or the University of Goroka or another University either in Papua New Guinea or abroad, who are seeking employment in the year following their graduation, do not complete this section. Applicants do not complete Sections 11 and 12. Other authorities complete these sections.

SECTION 13: BANKING DETAILS

Accurate completion of this section will ensure you are paid accurately and on time. Ensure you indicate your preferred method of pay.

SECTION 14: APPLICANT'S DECLARATION

Check your application to ensure all information is complete and accurate. Incomplete applications will not be processed. Including false information may lead to termination of employment and possible legal action.

Application for Registration and Employment as a Teacher

New Commencement ☐ (Tick this box if you are graduating this year from a Teachers College or the University of Goroka or any other University or you are a teacher from overseas)

Re-admission ☐ (Tick this box if you were previously a teacher and you are seeking to re-join the Teaching Service)

Affix
photograph
here

General Introduction

Read all instruction on Page 4 carefully as you complete this Application for Registration and Employment as a Teacher. Attach a completed and signed medical report. Firmly affix a standard passport-sized photograph at the designated place on the front page of this application. Include an additional two (2) copies of this photograph with your application. Retain a copy of your application. You will need to present a copy to your PEA on appointment. Print all information.

1. Personal Details

(Please complete accurately as this will be the official information recorded about you as a member of the Teaching Service. Print in block letters)

1. Title (Circle one): Mr Mrs Ms Dr Rev Fr Sr Br
2. Family Name:
3. First Given Name:
4. Second Given Name:
5. Previous Name (if any):
6. Date of Birth (ddmmyy):

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7. Gender (Circle one): M or F
8. Marital status (Circle one): **Married** Single Separated
Divorced Widowed
9. Next of Kin:
10. Country of Birth:
11. Present Nationality:
12. Postal Address:
13. Telephone Number:
14. Home Province:
15. Home District:
16. Leave District:
17. Home Village:
18. Religion:
19. Vernacular Language:

3. Personal Information (Answer both questions)

1. Have you ever been convicted of a criminal offence? Yes No (Circle one)
2. Have you ever been dismissed from any employment? Yes No (Circle one)

If you answered "Yes" to either (or both) of these questions, attach details to this application

2. Family Information (Print in block letters)

(a) Spouse Information (Legal spouse only)

1. Name:
2. Date of Birth (ddmmyy):

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3. Employer:
4. Employee No (if gov't employee):
5. Home Province:
6. Home District:
7. Home Village:

(b) Dependents' Information (Legal dependents only)

Name	Date of Birth	Relationship

4. Declaration by a Medical Practitioner

I have examined this person and confirm he/she is medically fit and able to carry out the duties and meet the responsibilities of a teacher

Name:

Contact No(s):

Clinic Name:

Signature:
Medical Practitioner

Applicants must attach a completed copy of their medical report to this application

5. Qualifications**(a) Tertiary Qualifications** (List highest qualification first. Attach certified copy)

Name of Qualification	Name of University/Teachers College	Year of Completion

(b) Secondary Qualifications (List highest qualification first. Attach certified copy)

Year Level	Name of School	Year of Completion

6. Additional Skills and Abilities

(This includes sporting interests, music, hobbies and subject specializations.)

7. Teaching service in PNG and Overseas

(Indicate teaching service, commencing with your most recent years)

8. Declaration of Suitability (Refer to Instructions for list of persons eligible to complete this section)

I declare this person is known to me and is a fit and proper person to undertake the roles and accept the responsibilities of a teacher in Papua New Guinea.

Signature: Position: Date:

9. Teacher Registration**APPROVED NOT APPROVED (Delete one)**Signature: Date:
Superintendent**10. Teaching Appointment/Service Record** (Only applicants seeking re-admission to the Teaching Service complete this section. Other applicants leave this section blank.)Name of Proposed School: School Code:

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Position Number:

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 Tenured / Acting (Circle one)Date of First Appointment as a Teacher in Papua New Guinea (ddmmyy):

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Teacher Registration Number:

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Previous Employee Number (if known):

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Reason for Leaving the Teaching Service (Tick one):

Terminated/Deemed to have resigned ☐ Personal Resignation ☐ Other Reason ☐

If you have ticked "Other Reason", briefly state your reasons:

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