



# APPLICATION FOR A TEACHING POSITION - 2024

## Ministry of Education and Training

PLEASE NOTE: IN-COMPLETE APPLICATIONS WILL NOT BE PROCESSED, SO PLEASE MAKE SURE YOU ANSWER ALL THE QUESTIONS ON THIS FORM, AND CHECK AGAINST THE CHECKLIST (Part 3) AT THE END OF THE FORM FOR COMPLETENESS.

### Part 1: COMPULSORY: TEACHER REGISTRATION

It is now compulsory for persons wishing to teach in Tonga to be registered as a teacher. If you haven't registered, please apply immediately by picking up an Application Form from the Corporate Services Division, Ministry of Education and Training. You will be issued with a Teacher Registration Certificate of which you should attach a copy to this Teaching Application Form.

### Part 2: APPLICATION DETAILS

#### 1. PERSONAL DETAILS

(Please attach a copy of Birth-Certificate, and where necessary any other certificate certifying name change (why your name is not the same as on birth-certificate, for example, a marriage certificate due to marriage, an Affidavit, etc)

Surname at Birth: \_\_\_\_\_

Surname by Marriage if applicable: \_\_\_\_\_

Given Name(s): \_\_\_\_\_

Gender (Male/Female): \_\_\_\_\_

Date of Birth/ Place of Birth/ and Country of Birth: \_\_\_\_\_

#### 2. OTHER PERSONAL DETAILS:

Nationality: \_\_\_\_\_

Religion: \_\_\_\_\_

Marital Status: \_\_\_\_\_

Age(s) of children/dependents, if any: \_\_\_\_\_

Original Place of Residence: \_\_\_\_\_

Address where you now stay: \_\_\_\_\_

Contact Phone No.: Land-line: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email Address: \_\_\_\_\_

#### 3. QUALIFICATIONS: (list all educational qualifications and training received)

Title of Award and Training (eg. DipEd, BA, short-term training, etc)	Awarding Institution, Country and Year (eg. TIOE, Tonga, 2006)	Major Subject Studied (for Post- Secondary qualifications only, eg. English)	Minor subject: (eg. Maths)

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(Please continue on a separate piece of paper, if necessary, and attach to this form)

(Please attach **CERTIFIED** copies of all **CERTIFICATES** and **TRANSCRIPTS**. For those awaiting official conferment of qualification, please provide a letter from institution confirming you have completed all requirements of the Diploma, degree, etc, including actual date of completion. Please note that the Ministry of Education and Training will check your qualification against the list of accredited programmes issued by the Tonga National Qualifications and Accreditation Board (TNQAB: website [www.tnqab.to](http://www.tnqab.to)). If it is not on the list, you will be asked to apply to TNQAB for recognition and accreditation of your programme. You will be responsible for costs charged by TNQAB).

#### 4. BOND AGREEMENT FOR STUDENT ALLOWANCE

If you were a student of the Tonga Institute of Education (TIOE) between 2018 and 2023, please attach a copy of your Bond Agreement regarding Student Allowance.

#### 5. EMPLOYMENT: (list all current and previous employers)

Years of Service Starting date – End date	Name of Employer	Job Title	Nature of Duties

(Please continue on a separate piece of paper, if necessary, and attach to this form)

(Please attach references/testimonials from:- current and previous employers if you are/were employed, Community leaders, and any other person or organisation who/that can vouch for your integrity and competence. If you have just graduated from a tertiary institute, please provide a reference from the Principal or equivalent. One of the references must not be older than the year 2022. If you are/were employed by a Non-Government Education Provider, please provide a letter of release from that provider)

#### 6. STATEMENT OF INTEREST

(i) Why do you want to be a teacher, and, (ii) How will you contribute to the provision of quality education if appointed as a teacher? Please submit a one or two page Statement, in Tongan or English, in response to these questions.

#### 7. INDICATION OF PREFERENCE FOR POSTING:

Island Station (Please rank in order of preference: 1 for first choice and 6 for last choice)	I wish to teach in a Primary School (Please tick)	I wish to teach in a Secondary School (Please tick)	Name two/three schools in this island in order of preference
Tongatapu			
'Eua			
Ha'apai			
Vava'u			
Niuaatoputapu			
Niuafo'ou			

8. Tax Identification Number (TIN) - **COMPULSORY**: Please apply for this number at the Ministry of Revenue & Customs (MORC) & attach a copy of MORC's letter with the TIN number to this application.

9. BANKING DETAILS ((To be provided only if offered a teaching post and before you start teaching). However, you may wish to provide this with your application to expedite the rest of the recruitment process should you be successful in your application)

10. POLICE RECORD (To be provided only if offered a teaching post and before you start teaching). However, you may wish to provide this with your application to expedite the rest of the recruitment process should you be successful in your application)

11. MEDICAL CERTIFICATE (To be provided only if offered a teaching post and before you start teaching). However, you may wish to provide this with your application to expedite the rest of the recruitment process should you be successful in your application)

12. I CERTIFY that the information supplied above are true and correct. I agree also that I will not start teaching until I submit the information in Nos. 8 – 11 above, and until I receive and sign a Job Offer Letter from the Chief Executive Officer of the Ministry of Education and Training to comply with the recruitment process/policy.

SIGNATURE of APPLICANT-----Date-----

### Part 3: CHECKLIST FOR THE APPLICANT

1. Have you attached a copy of your Teacher Registration Certificate requested in Part 1 above?
- ☐ Yes      ☐ No

If No, your application for a teaching position is automatically declined until you have registered as a teacher and provide a copy of the Teacher Registration Certificate with this Form.

2. Have you attached a copy of Birth-certificate and/or relevant name change certificate? (Ref: Part 2: Q.1)

☐ Yes      ☐ No

3. Have you supplied a contact Phone Number? (Ref: Part 2: Q.2)

☐ Yes      ☐ No

4. Have you attached CERTIFIED copies of certificates and TRANSCRIPTS? (Ref: Part 2: Q.3)

☐ Yes      ☐ No

5. Have you attached a copy of your BOND AGREEMENT regarding Student Allowance whilst a student at TIOE between 2018 and 2022? (Ref: Part 2: Q.4)

☐ Yes      ☐ No      ☐ Not applicable as I was a private student.

6. Have you attached references/testimonials from current and previous employers, community leaders, etc. as requested in Part 2: Q.5)?

☐ Yes      ☐ No

7. Have you attached your letter of release if employed by a Non-Government Education Provider (Ref: Part 2: Q.5)

☐ Yes      ☐ No

8. Have you attached your Statement of Interest? (Ref: Part 2: Q.6)

☐ Yes      ☐ No

9. Have you indicated your preference for posting: (Ref: Part 2: Q.7)

☐ Yes      ☐ No

10. Have you supplied the Tax Identification Number (TIN) requested in Part 2: Q.8?

☐ Yes      ☐ No

11. Have you signed your Application Form for Teaching (Ref: Part 2: Q.12)

☐ Yes      ☐ No

PLEASE NOTE THAT COMPLYING TO INSTRUCTIONS AND COMPLETING FORMS ACCURATELY ARE TWO KEY ATTRIBUTES OF COMPETENCY. THUS, IF YOUR APPLICATION FORM IS INCOMPLETE (NOT SUBMITTING THE INFORMATION REQUESTED IN EACH OF THE QUESTIONS), IT WILL NOT BE ACCEPTED FOR PROCESSING

Thank you for your application.

**Part 4: FOR OFFICIAL USE ONLY BY HRM DIVISION,  
MINISTRY OF EDUCATION AND TRAINING**

1. Name of Applicant for a Teaching Position:-

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2. Application received on.....(insert date) by:

Email /a hard-copy delivered / both email and hardcopy received (please circle):-

3. Application is complete according to the Checklist in Part 3:

☐ Yes    ☐ No

4. FOR INCOMPLETE APPLICATIONS, applicant has been called/emailed to collect application to complete. A copy of this page has been made for filing and future tracking reference.

5. FOR COMPLETE APPLICATIONS, application has been entered into the Job Applications Database for 2024 and the hard-copy of the application has been filed for further processing by the Recruitment Team.

Name of HRM Officer

Signature

Date

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