



MINISTERU GHALL-EDUKAZZJONI U X-XOGHOL

MINISTRY FOR EDUCATION AND EMPLOYMENT

Dipartiment tal-Istrateġija u Sapport

Direttorat tar-Riżorsi Umani - Uffiċċju Numru 226

Triq l-Assedju l-Kbir, Floriana VLT 2000, MALTA.

Tel: 2598 2364 Email: [mariella.a.bugeja@gov.mt](mailto:mariella.a.bugeja@gov.mt)

## APPLICATION FOR PROMOTION TO LEARNING SUPPORT EDUCATOR II

### 1. Letter of Request

Human Resources Directorate  
Recruitment Section  
Room 208

*Signature & rubber stamp of Head of School/ Section*

I, the undersigned, hereby apply for Promotion to Learning Support Educator II in terms of Section 24 of the Agreement between the Government of Malta and the Malta Union of Teachers.

I declare that I have read the notes in Section 4 and that the information given below is true and correct.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

### 2. Personal Details

Surname \_\_\_\_\_

Name \_\_\_\_\_

ID No. \_\_\_\_\_

Grade: \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Email Address ("ilearn"/"gov") \_\_\_\_\_ Tel/Mob No. \_\_\_\_\_

Work Address \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

### 3. Accreditation Letter / Qualification

Accreditation Letter

Full title of Qualification \_\_\_\_\_

Awarding University / Institution \_\_\_\_\_

Date of Graduation \_\_\_\_\_

#### 4. Important Information

1. This information submitted overleaf is assessed by the Human Resources Directorate and other personnel involved in the evaluation of your application. The Section may also procure relevant information from third parties, which may include other government departments and authorities, in order to ensure the lawful and proper claim entitlement of public funds. The Human Resources Directorate, will however, not disclose any personal information outside the Ministry for Education and Employment, unless so permitted by law.
2. All data is collected and processed in accordance with the General Data Protection Regulations, relevant subsidiary legislation, as well as the Privacy Policy of the Ministry for Education and Employment.
3. The application, together with relevant documents, is to be sent to:
4. *Attention: Ms Mariella Bugeja  
Ministry for Education and Employment  
Room 218  
Human Resources Directorate  
Education Buildings  
Great Siege Road – Floriana*
5. The application should include:
  - A true copy\* of the qualification;
  - A true copy\* of the detailed official transcript; and
  - An accreditation letter\*\* from the Accreditation Unit, MEDE in the case of full qualifications attained from a non-self-accrediting institution.

\*Kindly ensure that copies submitted are duly certified as being a true copy of the original by the Head of School.

\*\* To apply for the Accreditation Letter access link <https://edumalta.gov.mt/en/accreditation-application-form> or send an email on [individualaccreditation.mede@gov.mt](mailto:individualaccreditation.mede@gov.mt) (tel no: 25981433)

Further, if the qualification is awarded by foreign Universities/Tertiary Education or other institutions, it is the responsibility of the applicants, to produce evidence of the recognition, comparability or accreditation of their qualifications. Access to such information may be obtained from the NCFHE website: <http://www.ncfhe.org.mt/> . Such statements should be attached to the application form.

6. The application process starts when the complete application is received by the HR section.
7. Further information regarding promotion to Learning Support Educator II may be accessed in the Agreement between the Government and the MUT dated 21 December 2017.

#### 5. For Office Use Only

Approved:  Not Approved

Stamp Dater