



## APPLICATION FOR PROMOTION TO LEARNING SUPPORT EDUCATOR II

### 1. Letter of Request

Human Resources Section  
Room 218

*Signature and Rubber Stamp of Head of School*

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 overleaf in particular, Section 4, and that the information given below is true and correct.

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

\_\_\_\_\_  
Date

### 2. Personal Details

Surname \_\_\_\_\_

Name \_\_\_\_\_

ID Card number \_\_\_\_\_

Grade: Post /Position \_\_\_\_\_

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

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

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

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

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

### 3. Qualification

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

Awarding University \_\_\_\_\_

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, unless so permitted by law.

2. All data is collected and processed in accordance with Act XX of 2018, entitled 'Data Protection Act' (CAP 586), which is an Act to repeal and to replace the Data Protection Act (CAP 440) whilst implementing and further specifies the relevant provisions of Regulation (EU 2016/679) of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).

3. A scanned application, together with all relevant documents as indicated at point 4, is to be sent to:  
[qualification.allowance.mfed@gov.mt](mailto:qualification.allowance.mfed@gov.mt)

4. The application should be signed and rubber stamped by Head of School at the first entry on the application form and should include the following attachments:

- A true copy\* of Certificate/ Diploma;
- A true copy\* of official detailed transcript; and
- A copy of the NCFHE recognition statement\*\* including the applicable MQF Level (applicable only if presenting qualification awarded by foreign Universities/Tertiary Education or other Institutions.

\* Kindly ensure that copies submitted are duly certified as being a true copy of the original by the Head of School, who is to sign and rubber stamp the copies of the qualification and of the related transcript and is also required to include the statement 'certified true copy of the original' on both copies.

\*\* It is the responsibility of applicants in possession of qualifications awarded by foreign Universities/Tertiary Education or other institutions, to produce evidence of the recognition, comparability or accreditation of their qualifications, which should include the MQF Level for said qualification. 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 for promotion to Learning Support Educator II.

5. The application process starts **when the complete application is received by the HR Section.**

6. 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

\_\_\_\_\_  
Director (Human Resources)