## **REPUBLIC OF VANUATU** DEPARTMENT OF EDUCATION

Application on new appointment( )Application on additional child allowance( )

CHILD ALLOWANCE APPLICATION FORM

\*This Application must be made within three months of commencing employment or the birth of a new child.

\*These documents must accompany your Application or it will not be considered:

- copy of your Letter of Appointment made by Teaching Service Commission (TSC)
- copy of Registration of Birth Certificate

- original copy of School Attendance Certificate from the Principal for children aged 14 and over

- copy of Certificate of Child Adoption (by village chief or local authority, and countersigned by Magistrate).
- Please, PRINT clearly

## SECTION 1:

School / College (full address)		
Payroll No.: //////	Post No.: /_	///
Employment Status: Permanent ()	Probation ()	Local Contract ()
Name of spouse / de facto partner:		····
ls he / she employed by Vanuatu Government?	YES ()	NO ( )
If YES, state the Government Ministry or Departme	ent he / she is attached to:	

## SECTION 2: CHILDREN YOU ARE CLAIMING ALLOWANCE FOR:

Child's Name	Date of Birth	School College the child is attending	Natural or adopted
<u></u>			

## SECTION 3: Officer's Certification:

\_\_\_\_\_

Signature of Officer: \_\_\_\_\_

Date: /\_\_\_\_/

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SECTION 4:			
<b>Observation by Head teacher / Principal</b>			
Name:	Signature+ Official stamp:		
Checked by Provincial Edu. Officer / Church E	du. Director:		
Name:	Signature + Official stamp:		
	organise - errorer oranipr		
Office Location:	Date: / / /		
	Datc. ///		
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SECTION 5:			
<b>Observation by Director:</b>			
Name:	Division:		
Signature + Official Stamp:	Date: ////		
SECTION 6:	A CHING SEDVICE COMMISSION		
APPROVAL BY SECRETARY GENERAL, TI	EACHING SERVICE COMPRISSION		
Application approved ( )	not approved ( )		
Name:	Signature + Official stamp:		

Date:/\_\_\_\_/\_\_\_/

Employee and informed by salary section (MOE) and copied to personnel unit on /\_\_\_/