



# COMMON APPLICATION FORM 2021 INTAKE

(for overseas Distance and Flexible Learning Scholarship Awards from the Government of Australia, and the Government of Samoa)

<b>SECTION 1:</b>	<b>PERSONAL DETAILS</b>
First/Given Name/s:	
Family Name/Surname:	
Preferred Name (optional):	
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female

Please provide **valid contact details** for the scholarship process:

*The scholarship application process can take several months. To ensure your application is processed without disruption, please supply details below where we can send important updates throughout the process. It is your responsibility to ensure these details remain valid as applications will be considered voluntarily withdrawn from the process if we are unable to contact you on the details provided. **Government of Samoa Awards covers 95% of tuition fees plus book allowance and awardee provide 5% of total cost. The Government of Australia Awards covers 97% of tuition fees and 3% provided by the awardee.***

Primary Telephone Number:

Work    Home    Mobile

Secondary Telephone Number:

Work    Home    Mobile

Email Address:

OFFICE USE ONLY:	
DATE RECEIVED:	
APPLICATION CODE:	
CATEGORY:	<input type="checkbox"/> Postgraduate (DFL)
APPLICATION COMPLETE FOR ACER ASSESSMENT:	<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, State reasons why)

**SECTION 2:****DOCUMENTATION CHECKLIST**

This Checklist will help you ensure that your application is COMPLETE. You **must** complete this checklist as part of your application, and your application will not be accepted if this checklist is incomplete.

- Please complete this form in English. PRINT clearly using black or blue pen OR download the editable e-copy from [www.psc.gov.ws](http://www.psc.gov.ws).
- Please read and answer **ALL** Sections.
- Hard copies of Application Forms must be submitted to PSC Office by deadline: **4:00 p.m. Thursday 30<sup>th</sup> April.**
- Applications forms submitted for consideration will not be released to applicants.
- Use the word counts provided as a guide for how much detail to provide when answering questions.
- Provide **certified copies** of official documents dated **no more than 2 years**. A certified copy is where an authorized official of a school or institution or a Justice of the Peace, Solicitor, Notary Public, Magistrate or equivalent other authorized official signs, dates and gives an official stamp that the document is a true copy. If you are unsure about who is the appropriate person to certify your documents, you should contact PSC. **Copies of Certified copies will not be accepted.**
- You are responsible for providing all supporting documents. If you do not provide all required supporting documents, your application will be rejected.
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- i. **Certified copy** of passport/birth certificate:   
**Note: Award Citizenship Eligibility criteria: Australia Awards (Samoa citizens only); Government of Samoa Awards (Samoa or dual Samoan citizens)**
- ii. **Certified copy** of the following certificates and transcript (including grading system), if you are applying as a:
- a. Postgraduate Student: Not Applicable
- Bachelor Certificate and transcript:
  - Postgraduate Diploma Certificate and transcript (if relevant):
- iii. Certified copies of certificates of trainings relevant to proposed field of study/current job:
- iv. A Brief Curriculum Vitae (CV) detailing education background, job skills and work experience using the template in **Annex C**.
- v. Completed endorsement from your CEO/General Manager (Section 6).
- vi. Signed Applicant Declaration (Section 9).
- vii. **2 references** on official **letterhead (one must be your current employer reference)** dated no more than 2 years old:
- viii. Evidence of leadership potentials and qualities:

**SECTION 3:****PROPOSED STUDY PROGRAM**

Scholarships are offered to applicants whose study program will contribute to the long-term development needs of Samoa.

**You must choose a course and level of study that is a priority field of study for Samoa (refer Annex B). You must decide which Institution you want to attend and choose an appropriate course of study. To find out about the content of specific courses, you should research the individual institution(s) online.**

**You should have two preferred study programmes. You are also encouraged to choose two different Institutions rather than two different courses at the same Institution.**

**A. LEVEL OF STUDY (tick one box that represents the level at which you want to study):**

Postgraduate Diploma (DFL)       Master's Degree (DFL)

**B. PROPOSED FIELD OF STUDY**

i. <u>FIRST CHOICE STUDY PROGRAM</u>	ii. <u>SECOND CHOICE STUDY PROGRAM</u>
Qualification:	Qualification:
Major Subject(s):	Major Subject(s)
Education Institution:	Education Institution (should be different from first choice):
City, Country:	City, Country:
HRD Priority Needs Sector ( <b>Annex B</b> ) aligned to proposed study:	HRD Priority Needs Sector ( <b>Annex B</b> ) aligned to proposed study:

**The following questions are for Masters by thesis ONLY. This should be your own original work, otherwise reference where it has come from.**

**C. Research Program Applicants:**

All postgraduate applicants whose study program will include at least 50 percent research must **attach** an outline of the proposed research project (up to 1,000 words). The outline should include the following:

- Proposed research title
- Objectives
- Relationship of this research to previous work in this field by others and yourself (literature review)
- Significance and possible application of your proposed research to the development of your country
- Proposed research method, research plan and timeline for completion.

**D. Home-located Fieldwork**

If you are applying for postgraduate study which includes at least 50 percent research, do you expect to undertake home-located field research?

Yes (If Yes, attach details such as expected time needed for the research, proposed supervisor(s))

No

**SECTION 4:****STUDY HISTORY**

You **must attach certified copies** of all official results (e.g. academic transcripts, completion certificates in English) depending on the Qualification type you are applying for:

For Postgraduate Diploma/Postgraduate Certificate/Masters Level:

- Copy of Highest Qualification (Graduating Certificate) & Academic Transcript with the grade assessment schedule
- Evidence of relevant short-term course/trainings attended.

For Bachelors/Technical & Vocational Educational & Training (TVET) Level, where relevant:

- Copy of Yr. 12 School Certificate, Yr. 13 PSSC Certificate and UPY/Foundation Certificate, Diploma Certificate and related Academic Transcript with the grade assessment schedule
- Evidence of relevant short-term course/trainings attended.

**List qualifications (whether complete or not) by level of study, starting with the most recent qualification.**

Qualification	Location	Years attended		Name of Institution	Status: (Complete, Pending Results, Incomplete)
		From	To		

**SECTION 5:****EMPLOYMENT HISTORY**

This section covers your work history and current work situation. If you have worked in more than four different positions, provide current and/or four most recent and **relevant positions** to your **proposed study**.

You must also attach **2 references** on official **letterhead (one must be your current employer reference)** dated no more than 2 years old, in support of your application and proposed field.

**A. POSITION ONE (current/most recent position)**

Position Title:

Start Date (month/year):

End Date(month/year):

Name of Organization:

Address of Organization:

Type of Organization:

Public Sector

Private Sector

NGOs/Civil Society

Academia

Other \_\_\_\_\_

Description of the type of work carried out by the Organization:

Description of your duties/responsibilities:

If this is your current employment, will you be returning to this role?

Yes (if yes, how will the scholarship contribute to the organization's human resource development need(s)?)                       No If no, what are your plans for when you return from study?

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**B. POSTION TWO**  Not Applicable (no other relevant positions held)

Position Title:		
Start Date (month/year):	End Date(month/year):	
Name of Organization:		
Address of Organization:		
Type of Organization:	<input type="checkbox"/> Public Sector <input type="checkbox"/> Private Sector <input type="checkbox"/> NGOs/Civil Society <input type="checkbox"/> Academia <input type="checkbox"/> Other _____	

Description of the type of work carried out by the Organization:
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Description of your duties/responsibilities:
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**C. POSTION THREE**  Not Applicable (no other relevant positions held)

Position Title:		
Start Date (month/year):	End Date(month/year):	
Name of Organization:		
Address of Organization:		
Type of Organization:	<input type="checkbox"/> Public Sector <input type="checkbox"/> Private Sector <input type="checkbox"/> NGOs/Civil Society <input type="checkbox"/> Academia <input type="checkbox"/> Other _____	

Description of the type of work carried out by the Organization:
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<b>Brief</b> description of your duties/responsibilities:
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**D. POSTION FOUR**

Not Applicable (no other relevant positions held)

Position Title:

Start Date (month/year):

End Date(month/year):

Name of Organization:

Address of Organization:

Type of Organization:

Public Sector

Private Sector

NGOs/Civil Society

Academia

Other \_\_\_\_\_

Description of the type of work carried out by the Organization:

**Brief** description of your duties/responsibilities:

**SECTION 6:**

**EMPLOYER ENDORSEMENT** (to be completed by the CEO/General Manager or Acting CEO/Head of the Ministry or Organization)

If you are working, this section is to be completed (in English) by the CEO/General Manager of your Ministry/Agency. If you are self-employed, you must fill out this section yourself.

Please note that your application will be considered incomplete without an Official Stamp. Exception applies only to those who are self-employed.

Name of Organization:

Telephone Number:

Fax number:

Email Address:

A. Why do you recommend this applicant?

B. Describe the skills and knowledge you would expect the applicant to gain from the proposed study or training:

Name of Employer:

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Position Title:

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Signature:

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Official Stamp:

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Date:

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**SECTION 7:****DEVELOPMENT RELEVANCE QUESTIONS**

Please write your responses clearly. This should be your own original work. Please be aware that although we want specific responses to each question, only the words within the maximum word count will be considered.

When you write your answers please:

- Keep your answers concise and close to the word limit
- Be truthful with your examples, as they may be checked through your references
- Use only your own original work, or reference where it has come from

A. What is your prospective employment on your return home?

Position Title:

Name of Organization:

Type of Organization:

Public Sector

Private Sector

NGOs/Civil Society

Academia

Other \_\_\_\_\_

B. How did you choose your proposed Study Programme and Institution? (max. 400 words)

C. What skills and knowledge do you hope to gain from your proposed study and why are these important to Samoa's development? *Where possible you should refer to data and research that supports your argument* (max 700 words)

D. Where do you plan to be employed when you return home and why? (max 250 words)

**SECTION 8:****LEADERSHIP POTENTIAL/COMPETENCY QUESTIONS**

Leadership potential is an additional criterion for the 2016 selection of candidates. Applicants will need to demonstrate and provide evidence of future leadership potential, for instance through referees, academic performance, participation in your work place, local community, church, sports, cultural activities and so forth.

List any voluntary, community or public activity in which you have recently been involved that demonstrates leadership potential. Please attach evidence of these in your application.

- A. LEADERSHIP ROLES:** *List any voluntary, community or public activity in which you have recently been involved that demonstrates leadership potential. Please attach evidence of these in your application.*

Organization and role or type of involvement	Start Date (month/year)	End Date (month/year)
Organization: Position Title:  Brief description of responsibilities (max 100 words):		
Organization: Position Title:  Brief description of responsibilities (max 100 words):		
Organization: Position Title:  Brief description of responsibilities (max 100 words):		

- B. COMPETENCY QUESTIONS:** *Answer the following questions to the best of your ability (continue on a separate sheet if needed):*

- i. How have you contributed to solving a challenge and to implementing change or reform in your community or organization? Be specific and include what aspects of your leadership knowledge, skills and practices you consider to be effective, which people or organizations you work with to solve the problem and what creative methods were used (max 400 words)

- ii. Describe a situation when it was important for you to work with someone you didn't know.  
Describe how you built a good working relationship in a school or work setting

Describe the situation (100 words):

What action did you take (150 words):

What was the outcome (100 words):

**SECTION 9:****BACKGROUND INFORMATION**

This section is to provide additional information around any legal actions (criminal/civil) as well as seeking confirmation of any disability you may possess. Confirmation of disability will NOT affect eligibility for a scholarship. It will provide the potential sponsor with information on reasonable adjustments that may be required to support students with a disability in order to access study.

A. Are you currently subject to any criminal or civil proceedings awaiting legal action?

NO       YES

If Yes, please specify (Information provided will not necessarily disqualify you from being considered for a scholarship):

B. Have you ever been convicted of an offence in any country (including any conviction which is now removed from official records):

NO  YES

C. Do you identify as having a disability? Disability includes physical, intellectual, psychiatric, sensory, neurological and or learning disabilities.

NO

YES

If yes, please provide details especially if you require special assistance or equipment to participate in the scholarship selection processes or to live and undertake studies overseas:

**SECTION 10:****DECLARATION**

I certify that the statements made by me in this application for a Scholarship overseas are true, complete and correct to the best of my knowledge and acknowledge that supplying incomplete or false information will result in the Harmonization Partners (A-DFAT, S-MFAT and PSC) rendering my application invalid.

**I fully understand the conditions of this application form, I agree to:**

- a) Carry out such instructions and abide by such conditions as may be stipulated by both A-DFAT and the Government of Samoa.
- b) The release of information contained in this form to relevant authorities, including ranking by the Secretariat of the Pacific Community, to enable me to be considered for a scholarship overseas.
- c) the exchange of information between A-DFAT, and Government of Samoa, and authorities such as the immigration authorities or any other relevant government agency;

*I understand that the law of my country will apply to any agreement between the Australian Government and myself.*

- ❖ **I am not aware of any medical or other conditions of which might prevent me from taking up a scholarship overseas.**
- ❖ **I fully understand that if I am offered a scholarship it may be subsequently withdrawn at any time if I fail to meet any of the conditions outlined in this application form.**
- ❖ **It is my responsibility to ensure that my contact details (email and mobile phone number) remain valid should PSC contact me regarding my application.**
- ❖ **I understand that if I am not contacted by PSC for an interview, my application has been deemed unsuccessful.**
- ❖ **I agree not to depart for studies until I have entered into a scholarship bond with my sponsor and the Government of Samoa if I am successful under this Scholarship Scheme.**
- ❖ **I understand that my application and attachments will not be returned to me once I submit it for consideration.**

Full name (as in your passport or birth certificate)			
Signature:		Date:	