Ministry of Commerce, Industry and Labour
Matagaluega o Pisinisi, Alamanuia ma Leipa

EAS# Date Received **MCILFEP-1A**

Application - Foreign Employment Permit

Please tick the appropriate employment permit and fee below

	Note: AB-Abroad IC-In Country ST-Samoan Tala	**AB**	**ST**	**IC**	**ST**
	Professionals (Degrees, Masters, Doctorals, Professors)		600		1200
	Directors /Owners/Executive		600		1200
	Specialized Trades (similar Apprenticeship Trades)		600		1200
	Non-Specialized Trades		1200		1200
	Temporary Movement of Natural Persons (TMNP)		600		1200
	Domestic Work in Private Households		600		600
	Domestic Work in Non-Private Households		1200		1200
	Domestic Work - General Labourer		1200		1200
	Approved Reserve List		2400		2400
	Investment in approved Foreign Investent Certificate		600		1200
	Lodgement Fee to MCIL per application		200		100
	Exempted Services - less than 3 months employment		300		600

Section A Principal applicant's personal details

Attach two colour passport-size photographs of yourself here. The photographgs must be less than 6 months old. Write your full name on the back of both photographs

A1 Name as Shown in Passport
Family / Last Name

Given / First Name (s)

A2 Preferred Title Mr Mrs Ms Miss Other

A3 Other Names you are known by or matai name

A4 Gender Male Female

A5 Date of Birth

A6 Town / City of birth

Country of Birth

A7 Passport Details

Number

Country

Expiry Date

A8 Other Citizenships you hold

A9 Partnership Status ☐ Single ☐ Married ☐ In civil Union ☐ Engaged ☐ Separated ☐ Widowed ☐ Divorced ☐ Partner

Section B Contact Details

B1 Your current residential address

Address

Telephone (Landline)

Telephone(Mobile)

Email address

B2 If you are currently in Samoa, what is your address

Address

B3 Name and Address of the Employment Service Agency for communication of this application

Name of the EAS

EAS Licensed Number

Telephone (daytime)

Telephone (evening)

Email address

Section C Details of Employer

C1 Name as shown in Business License / Household Name

C2 Family / Last Name

Given / First Name (s)

C3 Contact details
Telephone (daytime)

Telephone (evening)

C4 Email address

C5 Location

C6 Number of citizens employed

C7 Number of non-citizens employed

C8 Briefly describe reasons for employing a non-citizen

C9 Ratio of citizens to non citizen (benchmark is 1 non-citizen to 3 citizens)

[Attached copy of last month's payroll]

Section D Individual Employment Agreement [IEA]

[Attached a signed copy of the IEA]

D1 Name of Position to be employed

D2 Start Date End Date

D3 Location of Employment

Industry

D4 Terms and Conditions of Employment (complete continuous 12 months employment)

- ☐ days probation period
- ☐ days annual leave
- ☐ days sick leave
- ☐ days maternity leave (if applicable)
- ☐ days paternity leave (if applicable)
- ☐ overtime
- ☐ public holidays
- ☐ other

D5 Remuneration
Rate per annum

Rate per Hour

D6 Qualifications
Name

Tertiary Institution _____

[Attached copy of qualifications]

D7 Work Experience _____

[Attached copy of Work References from previous Employers]

Employer 1 _____ Year _____

Employer 2 _____ Year _____

D8 Specialized Skill _____

Section E Declaration

(Must be co-signed by the applicant & the EAS)

We have provided true and correct answers to the questions in this form. We understand that if we provide false or misleading information, it might lead to the revocation of a foreign employment permit issued pursuant to Part IX, Labour and Employment Relations Act 2013.

Principal Applicant Signature _____ Date _____

EAS Signature _____ Date _____

(Only provide signature when the CEO, MCIL appointed the 10 Licensed EAS)