FOREIGN EMPLOYEE EMPLOYMENT PERMIT CHECKLIST

OFFICE USE ONLY  
Date Received: ____ / ____ / ____  
Application no:  
Current Employment Permit Number:  
(if applicable)

CHECKLIST
The checklist outlines documentation that you must provide when applying for a Foreign Employee Employment Permit (FEEP). If you fail to provide the required information, your application will not be assessed. The information submitted is solely for the purpose of assessing eligibility to work in Samoa. It cannot be used for other visas, i.e. temporary residence visa. For more information on how to obtain a temporary residence visa visit the Immigration Services’ website www.mpmc.gov.ws.

Labour Inspectors are to check and ensure all supporting documents are attached with the FEEP Application Form.

BUSINESS CHECK LIST
All applications must include the following:

<table>
<thead>
<tr>
<th>Tick</th>
<th>Description</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Cover letter explaining rationale for employing a non-citizen</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Completed, signed FEEP application form</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Two passport-sized colour photographs</td>
<td>refer section A</td>
</tr>
<tr>
<td></td>
<td>Passport or travel document (copy)</td>
<td>refer section A</td>
</tr>
<tr>
<td></td>
<td>Employee / Employer Information</td>
<td>refer section B</td>
</tr>
<tr>
<td></td>
<td>Copy of current Business License</td>
<td>refer section B</td>
</tr>
<tr>
<td></td>
<td>Copy of current Foreign Investment</td>
<td>refer section B</td>
</tr>
<tr>
<td></td>
<td>Copy of payroll (one period wages of business)</td>
<td>refer section B</td>
</tr>
<tr>
<td></td>
<td>Copy of P4 in relation to wage period</td>
<td>refer section B</td>
</tr>
<tr>
<td></td>
<td>Copy of NPF receipt in relation to wage period</td>
<td>refer section B</td>
</tr>
<tr>
<td></td>
<td>Copy of ACC receipt in relation to wage period</td>
<td>refer section B</td>
</tr>
<tr>
<td></td>
<td>Medical Clearance Report</td>
<td>refer section C</td>
</tr>
<tr>
<td></td>
<td>Police Clearance Report</td>
<td>refer section D</td>
</tr>
<tr>
<td></td>
<td>Evidence of qualifications relevant to job offered</td>
<td>refer section E</td>
</tr>
<tr>
<td></td>
<td>Evidence of work experience relevant to job offered</td>
<td>refer section E</td>
</tr>
<tr>
<td></td>
<td>Any relevant work references related to the proposed job</td>
<td>refer section E</td>
</tr>
<tr>
<td></td>
<td>Copy of the Job Offer letter</td>
<td>refer section E</td>
</tr>
<tr>
<td></td>
<td>Copy of a job description (JD)</td>
<td>refer section E</td>
</tr>
<tr>
<td></td>
<td>Signed Contract Employment / Arrangement detailing working terms and conditions of the job offered</td>
<td>refer section E</td>
</tr>
<tr>
<td></td>
<td>Copy of Advertisement for jobs under General Skills</td>
<td>refer section E</td>
</tr>
</tbody>
</table>
DOMESTIC WORK CHECK LIST

All applications must include the following:

<table>
<thead>
<tr>
<th>Tick</th>
<th>Description</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Cover letter explaining rationale for employing a foreign employee</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Completed, signed FEEP application form</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Appropriate application fee and lodgement fee</td>
<td>refer page 1 &amp; 2</td>
</tr>
<tr>
<td></td>
<td>Two passport-sized colour photographs</td>
<td>refer section A</td>
</tr>
<tr>
<td></td>
<td>Passport or travel document (copy)</td>
<td>refer section A</td>
</tr>
<tr>
<td></td>
<td>Employee / Employer Information</td>
<td>refer section B</td>
</tr>
<tr>
<td></td>
<td>Medical Clearance Report</td>
<td>refer section C</td>
</tr>
<tr>
<td></td>
<td>Police Clearance Report</td>
<td>refer section D</td>
</tr>
<tr>
<td></td>
<td>Evidence of qualification / training relevant to job offered</td>
<td>refer section E</td>
</tr>
</tbody>
</table>

*All qualifications must be certified by the Samoa Qualification Authority (SQA) before any FEEP application is assessed - For more information visit the SQAs’ website [www.sqa.gov.ws](http://www.sqa.gov.ws).*

|      | Evidence of work experience relevant to job offered | refer section E |
|      | Any relevant work references related to the proposed job | refer section E |
|      | Copy of the Job Offer letter | refer section E |
|      | Copy of a job description (JD) | refer section E |
|      | Signed Contract Employment / Arrangement detailing working terms and conditions of the job offered | refer section E |
|      | Copy of Advertisement for jobs under General Skills | refer section E |

Date: ____ / ____ / ____

Name and Signature Labour Inspectorate Assessor

Date: ____ / ____ / ____

Name and Signature Authorising Personnel
The principal applicant is responsible for filling in the application form. Fill, complete and sign the form accurately and truthfully. You are also responsible for ensuring all relevant information is provided to assist with the preliminary assessment of your Foreign Employee Employment Permit (FEEP) application.

A guideline to assist with filling in of the form can be downloaded on www.mcil.gov.ws, alternatively you can contact the Employment Permit team on telephone (+685) 20441 / 20442 for further clarification and/or assistance.

Please be advised that the Ministry will not consider any applications that fail to complete and sign the form.
SECTION A: PRINCIPAL APPLICANT’S PERSONAL DETAILS

A1. Attach two colour passport-size photographs of yourself. The photographs must not be more than 6 months old and each size must be 35mm x 45mm.

You must write your full name on the back of both photographs.

A2. Family / Last name as shown in Passport: ________________________________

Given / First name(s) as shown in Passport: ________________________________

A3. Preferred title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ (Other) _______________

A4. Other name(s) you are known by: ________________________________

A5. Gender

Male ☐ Female ☐

A6. Date of Birth: _____ / _____ / _____

Date / Month / Year

A7. City of birth / Town: ________________________________

A8. Country of birth: ________________________________

A9. Passport number: ____________________________ Expiry Date: _____ / _____ / _____

Country of residence: ________________________________

Country of citizenship: ________________________________

Other citizenship: ________________________________

(Attach copy of your passport – side with your information)

A10. Partnership status: Single ☐ Married ☐ Divorced ☐

Separated ☐ Widowed ☐ Partner ☐

In civil Union ☐
SECTION B: CONTACT DETAILS

B1. Your current residential address [your address abroad]
   Physical address: __________________________________________
   Telephone (Landline): ______________________________________
   Telephone (Mobile): ________________________________________
   Email address: ____________________________________________

B2. If you are currently in Samoa, what is the address that you will be staying at?
   Physical address: __________________________________________
   Telephone (Landline): ______________________________________
   Telephone (Mobile): ________________________________________
   Email address: ____________________________________________

B3. Employment Service Agency (ESA) Information [if applicable]
   Name of EAS: _____________________________________________
   Address of EAS: __________________________________________
   Licensed number telephone: _________________________________
   Telephone (Landline): ____________________________________
   Email address: __________________________________________

B4. Details of Employer [Only complete this part if you are applying for an Employment Permit to work in a Business / Company / SOEs /Government Worker. If you are applying for a Domestic Worker go to question B9]
   Name as shown in Business License / Ministry: __________________________

B5. First name of the employer / contact person: ________________________________
   Last name of the employer: ________________________________________

B6. Physical Address: __________________________________________
   Telephone (Landline): ______________________________________
   Telephone (Mobile): ________________________________________
   Email address: ____________________________________________
B7. Ratio of citizens to non-citizen [benchmark is 1 non-citizen to every 3 citizens]

[Please attach copy of a current payroll record for the past two months]

Number of citizens employed in organisation: _______________________

Number of non-citizens employed in organisation: _______________________

B8. Describe reasons for wanting to work in Samoa.

DOMESTIC WORK

B9. Details of Employer [complete this part if you are a Private Household employer]

First name of the employer: _______________________

Last name of the employer: _______________________

B10. Physical Address: _______________________

Telephone (Landline): _______________________

Telephone (Mobile): _______________________

Email address: _______________________

B11. Describe reasons for wanting to work in Samoa.
SECTION C: MEDICAL CLEARANCE

C1. Do you have any medical condition that may hinder your ability to perform the duties of the position?

Please tick whether the following applies to you?

Yes ☐ No ☐

C2. Are you pregnant? [this is for medical concern only]

Yes ☐ No ☐

If you are pregnant can you advise the date you are expected to give birth? ___ / ___ / ___

Date / Month / Year

C3. Please attach a medical clearance report from:

1. A Samoan medical practitioner, and/or
2. A valid medical clearance from an overseas practitioner

C4. If you are requesting an employment permit from three (3) months up to two (2) years in Samoa, you must provide a medical clearance report from a medical practitioner. The medical clearance report must be dated no more than six (6) months.

SECTION D: POLICE CLEARANCE

D1. Have you ever been convicted for any offence(s) against the law in any country?

Yes ☐ No ☐

D2. Are you currently:

- Under investigation Yes ☐ No ☐
- Wanted for questioning Yes ☐ No ☐
- Facing charges Yes ☐ No ☐

for any offence(s) against the law in any country?

D3. Have you been:

- Refused entry from Yes ☐ No ☐
- Refused a visa by Yes ☐ No ☐
- Removed or deported from Yes ☐ No ☐

any country?

If you have answered yes to any of the above questions under section D, please provide details.

________________________________________________________________________________

________________________________________________________________________________

__________________________

D4. If you are requesting an employment permit from three (3) months up to two (2) years in Samoa, you must provide a police clearance report. The police clearance report must be dated no more than 12 months old.
SECTION E: INDIVIDUAL EMPLOYMENT AGREEMENT [IEA]

[You must attach a signed job offer, job description and an IEA]

E1. Name of position to be employed: ___________________________________________

E2. Start Date: _____ / _____ / _____  End Date: _____ / _____ / _____

E3. Type of employment:

- Piece worker
- Shift worker
- Permanent (full-time)
- Contract Employment (Manager / Supervisor)
- Consultant

E4. Remuneration:
- Per annum  ST $________________
- Per hour  ST $________________

E5. Location of Employment: ______________________________

E6. Industry: ______________________________ (Refer to Information Sheet)

E7. Qualification – [Attach all copies of certified qualifications]

In the event the Ministry request further information regarding the genuinity of your qualification you must confirm qualification from the SQA prior to submission for assessment. (For more information visit the Samoa Qualification Authority website; www.sqa.gov.ws)

List details of all relevant qualifications you hold to the job offer?

<table>
<thead>
<tr>
<th>Name of qualification</th>
<th>Date obtained</th>
<th>Tertiary Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

List details of all relevant trainings you hold to the job offer?

<table>
<thead>
<tr>
<th>Name of qualification</th>
<th>Date obtained</th>
<th>Tertiary Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

E8. Employment - (You must attach copies of two work references from previous employers)

List all periods of previous employment relevant to the job offer?

<table>
<thead>
<tr>
<th>Job title / Occupation</th>
<th>Date from – to</th>
<th>Contact details referee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
SECTION F: DECLARATION

I……………………………………………………………………... have provided true and correct answers to the questions in this form.

- I agree to inform the Ministry of Commerce, Industry and Labour (MCIL) about any changes to my employment circumstances whilst the validity of my FEEP after the approval of this application.

- I agree to leave Samoa upon the expiration of my FEEP, and only under exceptional circumstances approved by the Chief Executive Officer, MCIL apply for a new Employment Permit to continue working in Samoa.

- I agree to work only for the employer, and only in the occupation as stated in the Employment Permit ID card issued by MCIL.

- I understand that if I provide false or misleading information as part of this application, this may lead to the revocation of my foreign employee employment permit issued pursuant to Part IX, of the Labour and Employment Relations Act 2013.

- I have provided all the necessary documents required by the checklist.

Principal Applicant’s Signature: ___________________________ Date: _____ / _____ / _____