

Oaths, Affirmations and Statutory Declarations Act 1962

SCHEDULE

Sec.12B(3)(b)(d)

Form 12

APPLICATION FOR APPOINTMENT AS A COMMISSIONER FOR OATHS

TYPE OF APPLICATION

☐ New Appointment

☐ Renewal

For applications for renewal, specify the date of expiration: .....

**A. PERSONAL INFORMATION**

Applicants Title(s): Mr./Mrs./Ms./Miss      Other (please state): .....

Surname: .....      Given Name(s): .....

Date of Birth: .....      Place of Birth (Country): .....

Languages Spoken (other than English): .....

**B. CONTACT DETAILS**

Residential Address: .....

.....

Postal Address: .....

Email Address: .....

Telephone / Mobile: .....

**C. EMPLOYMENT DETAILS**

Occupation: .....

Current Employer: .....

Location Of Employment: .....

Employer Physical Address:

Telephone: .....      Email: .....

*Please indicate (if known)*

Total number of staff at your place of employment .....

Number of staff already holding a Commissioner for Oaths Appointment: .....

Prior Employment Details (please specify below if applicable)

Employer: ..... Duration: .....

Reason for cessation: .....

Employer: ..... Duration: .....

Reason for cessation: .....

Do you have any affiliation with an organization, groups, company, etc.? If yes, give reason(s) of your affiliation and your role. .... ☐ Yes ☐ No

#### D. CITIZENSHIP & RESIDENCY STATUS

Are you a citizen of Papua New Guinea? ☐ YES ☐ NO

If no, how long are you currently permitted to reside in PNG? .....

How long have you continuously resided in PNG? .....

*Evidence: Valid passport, entry permit and/or visa copies*

#### E. CRIMINAL HISTORY

Have you been convicted or are you currently facing charges for any criminal offence? ☐ Yes ☐ No

*Evidence: Police Clearance Certificate*

- Must be obtained within the last six (6) months (of application and interview)
- Original to be tendered when submitting application form

Has there been any disciplinary action taken against you or are you currently subject to an investigation or disciplinary proceedings by an institution, employer, professional or regulatory body? If yes, please clarify. .... ☐ Yes ☐ No

Has there been any civil court proceedings (e.g., child maintenance) filed against you? If yes, please clarify. .... ☐ Yes ☐ No

**F. OTHER DETAILS**

Has an interview or examination relating to this assessment been previously administered to you? ☐ Yes ☐ No

If yes, were you issued a certificate signed by the Secretary for Justice certifying you as a fit and proper person to be a Commissioner for Oaths? If no, why? ☐ Yes ☐ No

If no on the above, why wasn't a certificate issued? .....

Do you have a history of any physical or mental health problem? If yes, provide details below. ☐ Yes ☐ No

*Evidence: Medical Certificate (original to be tendered when submitting application form)*

- Provide evidence of medical certificates
- Doctor's reports, etc.

Do you have a history of any serious behavioural problems? (an example would be serious behavioural issues involving alcohol or substance abuse) If yes, give brief details below ☐ Yes ☐ No

*Note: A certificate or report from a psychologist, behavioural change expert or doctor is required for a "yes" response.*

State the reasons for your application for appointment. (Applicants are to demonstrate that they have a considerable and continued need for appointment) .....

*If your reason for appointment is based on the need to witness documents, please specify the type of document and frequency of need.*

Document	Frequency
.....	.....
.....	.....
.....	.....

**NOTE:** The Minister for Justice may prescribe or determine other particulars as and when appropriate.

#### **Disclosure**

In signing this application form, you consent to the Department of Justice and Attorney General to;

- (i) Receive sensitive information on racial or ethnic origin and criminal record to process your application
- (ii) releasing your name and contact details for public information on the Department of Justice and Attorney General's website, etc. for clients to seek your service as a Commissioners for Oath.