

**(SBS 2019) APPLICATION FORM**

**(FOR Use by applicants serving in board schools) for appointment to the headship of GRADES A AND B Nursery, Primary, Secondary schools (non-board) and Practical Instruction Centres**

**Application forms for Senior Promotions must be accompanied by certified copies of all certificates of the applicant**

**PLEASE ANSWER EACH QUESTION CAREFULLY IN BLOCK CAPITALS**

1. <u>POST APPLIED FOR</u> <b>Headmaster/Headmistress</b>	2. <u>NAME OF SCHOOL IN FULL</u> (name of school applied for)	3. <u>GRADE</u>	4. <u>EDUCATION DISTRICT</u>
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5. <u>NAME OF APPLICANT IN FULL</u> <u>SURNAME</u> <u>FIRST NAME</u> <u>MIDDLE NAME</u>	6. <u>SEX</u> Male: ..... Female: .....	7. <u>DATE OF BIRTH</u> YYYY    MM    DD
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8. <u>HOME ADDRESS IN FULL</u>	9. <u>TELEPHONE NOS.</u> Home: ..... School: ..... Cell: .....
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10. <u>SUBSTANTIVE STATUS</u> Indicate Grad or Non-Grad	11. <u>NAME OF PRESENT SCHOOL IN FULL</u>	12. <u>GRADE</u>	13. <u>EDUCATION DISTRICT</u>	14. <u>POSTAL ADDRESS OF PRESENT SCHOOL</u>
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15. **SUBSTANTIVE (NOT ACTING) POSTS HELD DURING THE LAST EIGHT (8) YEARS** (Indicate whether University Graduate or Non-Graduate)

<u>YEAR</u>	<u>POST</u>	<u>NAME OF SCHOOL</u>	<u>GRADE</u>	<u>EDN DISTRICT</u>	<u>CLASSES TAUGHT</u>	<u>SUBJECTS TAUGHT</u>
2011/2012						
2012/2013						
2013/2014						
2014/2015						
2015/2016						
2016/2017						
2017/2018						
2018/2019						

16. (a) Are you on secondment? Yes ..... No .....     16 (b) Are you attending UG classes? Yes ..... No .....

17. TOTAL TEACHING EXPERIENCE as an Untrained University Graduate / TQM I (See 21 (below)): From (Year) ..... To (Year) ..... Total Years = .....

18. TOTAL TEACHING EXPERIENCE after attaining trained status (See 22 & 23 (below)): From (Year) ..... To (Year) ..... Total Years = .....

19. TEACHING EXPERIENCE IN HINTERLAND &/OR DEEP RIVERAIN AREAS (Count from 2011/2012 Onwards)

<u>YEAR</u>	<u>POST</u>	<u>NAME OF SCHOOL</u>	<u>GRADE</u>	<u>EDN DISTRICT</u>	<u>CLASSES TAUGHT</u>	<u>SUBJECTS TAUGHT</u>
2011/2012						
2012/2013						
2013/2014						
2014/2015						
2015/2016						
2016/2017						
2017/2018						
2018/2019						

20. BREAK(S) IN SERVICE: **N.B.: Do NOT leave blank. If not applicable, put NIL in EACH space in EACH line.**

1. From (Date) ..... To (Date) ..... Were you dismissed? ..... Was acceptance of resignation received from TSC? .....

2. From (Date) ..... To (Date) ..... Were you dismissed? .....

21. QUALIFICATIONS USED TO BECOME AN UNTRAINED GRADUATE (See No. 17 (above))

<u>Name of University</u>	<u>Major Subject</u>	<u>Minor Subject</u>	<u>Year Graduated</u>	<u>Qualification Received</u>
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22. Professional Training at Teachers College as FIRST Professional Training in Education (See No. 18 (above)):

Level: Nursery/Primary/Secondary	<u>Major Subject</u>	<u>Minor Subject</u>	<u>Year Graduated</u>	<u>Qualification Received</u>
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23. If not trained at Teachers College, Professional Training at University as FIRST Professional training in Education (See No. 18 (above)):

<u>Name of University</u>	<u>Major Subject</u>	<u>Minor Subject</u>	<u>Year Graduated</u>	<u>Qualification Received</u>
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24. ADDITIONAL QUALIFICATIONS (e.g., Cert. Ed.: Dip. Agri. (GSA); Cert in Art (BSA); Tech. Cert. Parts 2 & 3 (GTEE); Dip. In Tech. (UG); Cadet Scheme Cert. (Min. of Ed.); CAT/AAT; IAAF Cert. Levels 1 & 2; Edn. Man. Cert. (Min of Ed.); obtained AFTER first Training in Education)

<u>Name of Institution</u>	<u>Major Subject</u>	<u>Minor Subject</u>	<u>From (Month &amp; Year)</u>	<u>To (Month &amp; Year)</u>	<u>Year Graduated</u>	<u>Qualification Received</u>
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25. **ANNUAL CONFIDENTIAL REPORTS (ACRs) OVER THE LAST THREE (3) YEARS. N.B.: A = 5 Points; B = 3 Points; C = 2 Points; Lower = 0 Point.**

<u>Year</u>	<u>School in which Tr Worked</u>	<u>Grade of School</u>	<u>Edn District</u>	<u>ACR Grade Awarded</u>	<u>No. of Points (See above)</u>	<u>Signature of Education Officer</u>	<u>Date</u>
2016	.....	.....	.....	.....	.....	.....	.....
2017	.....	.....	.....	.....	.....	.....	.....
2018	.....	.....	.....	.....	.....	.....	.....
Total ACR Points = .....		Average ACR Points = .....					
				Signature of Level Education Officer    Official Stamp			

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Eligible

Not Eligible  Reason (If Applicant is Not Eligible): .....

Total Points: ..... Preference No. .... Comments: .....

26. LIST OF <b>ALL</b> POSTS IN SCHOOLS AND PRACTICAL INSTRUCTION CENTRES APPLIED FOR (Set out in the <b>SAME</b> Order of Preference on <b>ALL</b> applications)				
Order of Preference	Post	School	Grade	Edn District
1 <sup>st</sup>				
2 <sup>nd</sup>				
3 <sup>rd</sup>				
4 <sup>th</sup>				
5 <sup>th</sup>				
6 <sup>th</sup>				
7 <sup>th</sup>				
8 <sup>th</sup>				
9 <sup>th</sup>				
10 <sup>th</sup>				

27. DO YOU HAVE ANY PHYSICAL DISABILITIES? YES  NO

IF YES, PLEASE STATE \_\_\_\_\_

28. **CERTIFICATE OF APPLICANT:**

I hereby certify that ALL the information requested overpage and above has been provided hereon, and that to the best of my knowledge and belief all the information provided is true and correct and made in good faith.

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_ Signature of Headmaster/mistress \_\_\_\_\_ Date \_\_\_\_\_ HM's Official Stamp \_\_\_\_\_

Countersigned by Level Education Officer \_\_\_\_\_ Date \_\_\_\_\_ Level Education Officer's Official Stamp \_\_\_\_\_

N.B.: 1. Applications (from teachers serving in Board Schools) for the Headship of Nursery, Primary, Secondary (Non- Board) and Practical Instruction Centres, in 2019, must be made in duplicate using the prescribed form (**SBS 2019**). The original must be sent through the normal official channel of communication and the copy, clearly marked **C O P Y** must, after being countersigned by the Head as at Items. 25 and 27 be dispatched to the Secretary, Teaching Service Commission, 22 Brickdam & Sendall Place, Stabroek, Georgetown for delivery by noon of **Friday 15, March, 2019**.

2. Teachers who wish to apply for more than one advertised position **MUST** submit a separate application (in duplicate) for each, on the relevant Application Form.

**FORMS INADEQUATELY COMPLETED WILL BE REJECTED**

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29. COMMENTS OF HEADMASTER/HEADMISTRESS: **on the ORIGINAL only (COMPULSORY AND CONFIDENTIAL)** **RECOMMENDED** **REASON(S)**

Yes.....

No.....

Signature of Headmaster/mistress \_\_\_\_\_ Date \_\_\_\_\_ Official Stamp \_\_\_\_\_

30. COMMENTS OF SCHOOL BOARD: **on the ORIGINAL only (COMPULSORY AND CONFIDENTIAL)** **RECOMMENDED** **REASON(S)**

Yes.....

No.....

Signature of Chairperson, School Board \_\_\_\_\_ Date \_\_\_\_\_ Official Stamp \_\_\_\_\_

31. COMMENTS OF LEVEL EDUCATION OFFICER **on the ORIGINAL only (COMPULSORY AND CONFIDENTIAL)** **RECOMMENDED** **REASON(S)**

Yes .....

No.....

Signature of LEVEL EDUCATION OFFICER \_\_\_\_\_ Date \_\_\_\_\_

32. COMMENTS OF REdO/PEO **on the ORIGINAL only (COMPULSORY AND CONFIDENTIAL)**

Signature of REdO/PEO \_\_\_\_\_ Date \_\_\_\_\_ Official Stamp \_\_\_\_\_

33. COMMENTS OF SCHOOL BOARDS SECRETARIAT: **on the ORIGINAL only**

Signature of Coordinator, School Boards Secretariat \_\_\_\_\_ Date \_\_\_\_\_ Official Stamp \_\_\_\_\_

34. COMMENTS OF CENTRAL MINISTRY OFFICER(S) with Signature, designation, date and official stamp)

Signature \_\_\_\_\_ Date \_\_\_\_\_ Official Stamp \_\_\_\_\_