

## SBS 2020/1 APPLICATION FORM

(FOR use by applicants serving in board schools) for appointment to any advertised senior vacancy except the Headship of GRADES A AND B of Nursery, Primary, Secondary (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> (If applying for Head of Department, state the name of the Dept)	2. <u>NAME OF SCHOOL IN FULL</u> (name of school applied for)	3. <u>GRADE</u>	4. <u>EDUCATION DISTRICT</u>
5. <u>NAME OF APPLICANT IN FULL</u> SURNAME FIRST NAME MIDDLE NAME		6. <u>SEX</u> Male: ..... Female: .....	7. <u>DATE OF BIRTH</u> YYYY MM DD
8. <u>HOME ADDRESS IN FULL</u>			9. <u>TELEPHONE NOS.</u> Home: School: Cell:
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>			

15. SUBSTANTIVE (NOT ACTING) POSTS HELD DURING THE LAST EIGHT (8) YEARS (Indicate whether University Graduate or Non-Graduate)

YEAR	POST	NAME OF SCHOOL	GRADE	EDN DISTRICT	CLASSES TAUGHT	SUBJECTS TAUGHT
2012/2013						
2013/2014						
2014/2015						
2015/2016						
2016/2017						
2017/2018						
2018/2019						
2019/2020						

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

17. TOTAL TEACHING EXPERIENCE as an Untrained 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).

YEAR	POST	NAME OF SCHOOL	GRADE	EDN DISTRICT	CLASSES TAUGHT	SUBJECTS TAUGHT
2012/2013						
2013/2014						
2014/2015						
2015/2016						
2016/2017						
2017/2018						
2018/2019						
2019/2020						

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>
.....	.....	.....	.....	.....

22. Professional Training at Teachers College as FIRST Professional Training in Education (See 18 (above)):

<u>Level: Nursery/Primary/Secondary</u>	<u>Major Subject</u>	<u>Minor Subject</u>	<u>Year Graduated</u>	<u>Qualification Received</u>
.....	.....	.....	.....	.....

23. If not trained at Teachers College, Professional Training at University as FIRST Professional training in Education (See 18 (above)):

<u>Name of University</u>	<u>Major Subject</u>	<u>Minor Subject</u>	<u>Year Graduated</u>	<u>Qualification Received</u>
.....	.....	.....	.....	.....

24. ADDITIONAL QUALIFICATIONS (e.g., Cert. Ed: Dip. Agri. (GSA); Cert. in Art (BSA); Tech. Cert. Parts 2 & 3 (GTTEE); Dip. In Tech. (UG); Cadet Scheme Cert. (Min. of Ed.); CAT/AAT; IAAF Cert. Levels 1 & 2; Edn Mang. 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>
.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....

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.

Year	School in which Tr Worked	Grade of School	Edn Dist	ACR Grade Awarded	No. of Points (See above)	Signature of HM	Date
2017	.....	.....	.....	.....	.....	.....	.....
2018	.....	.....	.....	.....	.....	.....	.....
2019	.....	.....	.....	.....	.....	.....	.....
Total ACR Points = .....		Average ACR Points = .....					

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

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

26. LIST OF ALL POSTS IN SCHOOLS AND PRACTICAL INSTRUCTION CENTRES APPLIED FOR (Set out in the SAME Order of Preference on ALL applications)

Order of Preference	POST	SCHOOL	GRADE	EDUCATION 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 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 Headmaster/Headmistress	_____ 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 any advertised Senior Vacancy **except** the Headship of Nursery, Primary, Secondary (Non-Board) and Practical Instruction Centres, in 2020, must be made in duplicate using the prescribed form (SBS 2020/1). 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 Nos. 25 and 28, be dispatched to the Secretary, Teaching Service Commission, 22 Brickdam & Sendall Place, Stabroek, Georgetown for delivery by **March 20, 2020**.

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. <u>COMMENTS OF HEADMASTER/HEADMISTRESS</u> on the ORIGINAL only (COMPULSORY AND CONFIDENTIAL)	RECOMMENDED	REASON(S)
	Yes.....	
	No.....	_____
_____ Signature of Headmaster/Headmistress		
_____ Date		

30. <u>COMMENTS OF SCHOOL BOARD:</u> on the ORIGINAL only (COMPULSORY AND CONFIDENTIAL)	RECOMMENDED	REASON(S)
	Yes.....	
	No.....	_____
_____ Signature of Chairperson, School Board		
_____ Date		
_____ Official Stamp		

31. <u>COMMENTS OF LEVEL EDUCATION OFFICER</u> on the ORIGINAL only (COMPULSORY AND CONFIDENTIAL)	RECOMMENDED	REASON(S)
	Yes .....	
	No.....	_____
_____ Signature of LEVEL EDUCATION OFFICER		
_____ Date		

32. <u>COMMENTS OF REdO/PEO</u> on the ORIGINAL only (COMPULSORY AND CONFIDENTIAL)		
_____ Signature of REdO/PEO		
_____ Date		
_____ Official Stamp		

33. <u>COMMENTS OF SCHOOL BOARDS SECRETARIAT:</u> on the ORIGINAL only		
_____ Signature of Coordinator, School Boards Secretariat		
_____ Date		
_____ Official Stamp		

34. <u>COMMENTS OF CENTRAL MINISTRY OFFICER(S) with Signature, designation, date and official stamp) on the ORIGINAL only.</u>		
_____ Signature		
_____ Date		
_____ Official Stamp		