

(TSC 2019) APPLICATION FORM

**(FOR Use by applicants serving in non-board schools) FOR Appointment to the headship of GRADES A AND B
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> Headmaster/Headmistress	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
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 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
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 ACHIEVED TO ATTAIN UNTRAINED GRADUATE STATUS (See No. 17 (above))

Name of University	Major Subject	Minor Subject	Year Graduated	Qualification Received
.....

22. Professional Training at Teachers College as FIRST Professional Training in Education (See No. 18 (above)):

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

23. If not trained at Teachers College, Professional Training at University as FIRST Professional training in Education (See No. 18 (above)):

Name of University	Major Subject	Minor Subject	Year Graduated	Qualification Received
.....

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. Mang. Cert. (Min. of Ed.); obtained AFTER first Training in Education

Name of Institution	Major Subject	Minor Subject	From (Month & Year)	To (Month & Year)	Year Graduated	Qualification Received
.....
.....
.....

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 District	ACR Grade Awarded	No. of Points (See above)	Signature of HeadMaster/Mistress	Date
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 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 (Name the Department also if for Head of Dept)	SCHOOL	GRADE	EDUCATION DISTRICT
1 st				
2 nd				
3 rd				
4 th				
5 th				
6 th				
7 th				
8 th				
9 th				
10 th				

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 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 Non-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 (TSC 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 RedO/PEO as at Items Nos. 25 & 28, be dispatched to the Secretary, Teaching Service Commission, 22 Brickdam & Sendall Place, Stabroek, Georgetown for delivery by noon of **Friday March 15, 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/MISTRESS **on the ORIGINAL only (COMPULSORY AND CONFIDENTIAL)** Recommended Reason(s)

Yes

No..... _____

Signature of HEADMASTER/MISTRESS _____ Date _____

30. COMMENTS OF LEVEL EDUCATION OFFICER **on the ORIGINAL only (COMPULSORY AND CONFIDENTIAL)** Recommended Reason(s)

Yes

No..... _____

Signature of LEVEL EDUCATION OFFICER _____ Date _____

31. COMMENTS OF REDO/PEO **on the ORIGINAL only (COMPULSORY AND CONFIDENTIAL)**

Signature of REDO/PEO _____ Date _____ Official Stamp _____

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

Signature _____ Date _____ Official Stamp _____