

## TSC 2020 - 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
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 2012/2013 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 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

2017 .....

2018 .....

2019 .....

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 <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 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 2020 must be made in duplicate using the prescribed form (TSC 2020). 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 Friday 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**

**FOR OFFICIAL USE ONLY**

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