

TEACHING SERVICE COMMISSION

**APPLICATION FOR RE-GRADING AS SENIOR ASSISTANT
MASTER/MISTRESS IN A NON-BOARD SCHOOL**

To: The Secretary, Teaching Service Commission
Thru' Headmaster/Headmistress, R.Ed.O/P.E.O. **and C.E.O.**

SECTION A:

Name of Applicant: Substantive Post:

School:Grade: Region/Education District:

I hereby apply for re-grading as a **Senior Assistant Master/Mistress** with effect from:

I was appointed a trained teacher with effect from.....

Year:..... Grade: Year: Grade: Year: Grade:

I am willing to accept all the responsibilities of a **Senior Assistant Master/Mistress.**

I am aware of the provisions of Ministry of Education Circular No. 2/89 dated 1998-02-09.

Signature of Applicant: Date:

SECTION B:

Comments and Recommendation of Headmaster/Headmistress:

Date of list of additional duties was complied by the Headmaster/Headmistress:

Date the list of additional duties was signed by the applicant:

Date the matter was recorded in the Log Book:

Date applicant began/is to begin performing the additional duties:

This list of additional duties (**signed by applicant and HM**) is set out overpage:

Recommendation (**including effective date**):

Signature of Headmaster/Headmistress: Date:

SECTION C:

The list of additional duties to be performed by the applicant is as follows:

Signature of Applicant: Date:.....

Signature of Headmaster/Headmistress:Date:.....

SECTION D:

Comments and Recommendation of R.Ed.O./P.E.O.:

Signature of R.Ed.O./P.E.O.:..... Date:

SECTION F:

Comments and recommendation of Chief Education Officer:

Signature of Chief Education Officer: Date: