

(SBS 2011) 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, IN 2011. PLEASE ANSWER EACH QUESTION CAREFULLY

15. POST APPLIED FOR Headmaster/Headmistress	2. NAME OF SCHOOL IN FULL (name of school applied for)	3. GRADE	4. EDUCATION DISTRICT
5. NAME OF APPLICANT IN FULL (USE BLOCK CAPITALS) SURNAME FIRST NAME MIDDLE NAME		6. SEX Male: Female:	7. DATE OF BIRTH YYYY MM DD
8. HOME ADDRESS IN FULL			9. TELEPHONE NOS. Home: School: Cell:
10. SUBSTANTIVE STATUS Indicate Grad or Non-Grad	11. NAME OF PRESENT SCHOOL IN FULL	12. GRADE	13. EDUCATION DISTRICT
14. POSTAL ADDRESS OF PRESENT SCHOOL			

15. SUBSTANTIVE (NOT ACTING) POSTS HELD DURING THE LAST FIVE (5) YEARS (Indicate whether University Graduate or Non-Graduate)

YEAR	POST	NAME OF SCHOOL	GRADE	EDN DISTRICT	CLASSES TAUGHT	SUBJECTS TAUGHT
2006/2007						
2007/2008						
2008/2009						
2009/2010						
2010/2011						

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 (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 2003/2004 Onwards)

YEAR	POST	NAME OF SCHOOL	GRADE	EDN DISTRICT	CLASSES TAUGHT	SUBJECTS TAUGHT
2003/2004						
2004/2005						
2005/2006						
2006/2007						
2007/2008						
2008/2009						
2009/2010						
2010/2011						

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

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

21. **QUALIFICATIONS USED TO BECOME AN UNTRAINED UNIVERSITY 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 No. 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 No. 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 (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 & Year)</u>	<u>To (Month & 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.

Year	School in which Tr Worked	Grade of School	Edn District	ACR Grade Awarded	No. of Points (See above)	Signature of Education Officer	Date
2008
2009
2010

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)

<u>Pref</u>	<u>Post</u>	<u>School</u>	<u>Grade</u>	<u>Edn District</u>
1 st				
2 nd				
3 rd				
4 th				
5 th				
6 th				
7 th				
8 th				

27. DO YOU HAVE ANY PHYSICAL DISABILITIES? YES NO

IF YES, PLEASE STATE _____

28. State in not more that one hundred and fifty (150) words, why you think you are the most suitable applicant for this position and indicate the level of success in your school and related community involvement. (Attach separate essay to each application)

29. **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 _____

Countersigned by Education Officer _____ Date _____ Official Stamp _____

30. **COMMENTS OF SCHOOL BOARD:** on the ORIGINAL only (This is COMPULSORY)

Signature of Chairperson, School Board _____ Date _____ Official Stamp _____

31. **COMMENTS OF HEADMASTER/HEADMISTRESS:** on the ORIGINAL only (This is COMPULSORY)

Signature of Education Officer _____ Date _____ 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 2011, must be made in duplicate using the prescribed form (**SBS 2011**). 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 29 be dispatched to the Secretary, Teaching Service Commission, 22 Brickdam & Sendall Place, Stabroek, Georgetown for delivery by noon of **Friday 04, March, 2011**.

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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32. **COMMENTS OF REdO/PEO** on the ORIGINAL only (This is COMPULSORY)

Signature of REdO/PEO _____ Date _____ Official Stamp _____

33. **COMMENTS OF SCHOOL BOARDS SECRETARIAT:** on the ORIGINAL only (This is COMPULSORY)

Signature of Coordinator, SBS _____ Date _____ Official Stamp _____

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

Signature _____ Date _____ Official Stamp _____