



**MINISTRY OF EDUCATION
APPLICATION FORM FOR THE POST OF PRINCIPAL**

Please complete all relevant sections.

1. PERSONAL/BIOGRAPHICAL DATA

- a) Name:

Mr.	Mrs	Ms.	Rev.	Dr
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- b) Office Telephone No: _____ Home Telephone No: _____
- c) Home Address: _____
- d) Date of Birth: _____ (Day) _____ (Month) _____ (Year)
- e) Age: _____ Marital Status: _____
- f) Institution/School for which the application is made: _____

2. ACADEMIC QUALIFICATIONS

INSTITUTIONS	NAME OF INSTITUTIONS	FROM	TO	QUALIFICATION ACQUIRED
TERTIARY				
a) University				
b) Teacher Training				
c) Other				

3. PROFESSIONAL WORK EXPERIENCE: List all teaching posts starting with the most recent.*

INSTITUTION	POST OF JOB	PERIOD		MAIN DUTIES PERFORMED
		From	To	

*** If space provided is inadequate, please complete your response on a separate sheet of paper.**

4. OTHER WORK EXPERIENCE: List all paid work experience outside the Teaching Profession

NAME OF ORGANIZATION	JOB TITLE	PERIOD		MAIN DUTIES PERFORMED
		From	To	

5. INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS

On a scale of 1 to 4 where 1 is the lowest rating and 4 the highest, indicate how competent you are in the following:

SKILLS	1	2	3	4
WORD PROCESSING SKILLS				
DATABASE MANAGEMENT				
SPREADSHEET MANAGEMENT				
PRESENTATION TECHNIQUES				
INTERNET USE				
PRODUCE LETTERS/MEMOS/REPORTS				
STORE/ANALYSE/ COMPUTE/ DATA				
PREPARE SLIDES FOR PRESENTATION				
SEND AND RECEIVE EMAILS				
SEND AND RECEIVE ATTACHMENTS				
ACCESS WEBSITES				

6. RELATED EXPERIENCE IN FINANCIAL MANAGEMENT

1. List all experience acquired in managing the financial resources of public institutions.

NAME OF ORGANIZATION	POST/ACTIVITY	DUTIES/ RESPONSIBILITIES

7. CAREER ACHIEVEMENTS

List any distinguishing features of your academic or professional career starting with the most recent one.

8. LEADERSHIP POTENTIAL

List all extra-curricular, professional and other relevant activities with which you have been involved, in a leadership role, starting with the most recent.

NAME OF ORGANIZATION	POST OR ACTIVITY	PERIOD	
		From	To

9. COMMUNITY WORK

State all community activities (Not Listed) in which you have participated, including any with distinguishing features or recognition, (e.g. awards) gained.

10. CHARACTER ASSESSMENT

Give names and addresses of two (2) references, preferably persons with whom you have worked or studied in the last ten (10) years.

Name: _____

Position: _____

Address: _____

Telephone: Home: _____ Work: _____

Name: _____

Position: _____

Address: _____

Telephone: Home: _____ Work: _____

11. ANY OTHER RELEVANT INFORMATION

If there is any other information that you feel would be valuable to this application please mention such below:

12. AVAILABILITY

Please state below the date you would be available if selected for this job and if necessary give reasons:

I attest that all the information given above is accurate

Signature of Applicant Date

Please note that certificates should be available at the interview

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STATUS	
Candidate's score	
Candidate short-listed for interview	
Candidate interviewed and selected for further reviews	
Candidate recommended for position	
Application filed for further reference	
Application incomplete	