



**MINISTRY OF EDUCATION  
APPLICATION FORM FOR THE POST OF VICE 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
<b>TERTIARY</b>				
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.

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**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.

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**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:

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**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**

**FOR OFFICE USE ONLY**

<b>STATUS</b>	
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	