



**MINISTRY OF
EDUCATION & YOUTH**

APPLICATION FORM FOR THE POST OF PRINCIPAL

Please complete all relevant sections of this form in block letters and submit in triplicate.

1. PERSONAL/BIOGRAPHICAL DATA

a) Title:

Mr.	Mrs.	Ms.	Rev.	Dr.	Other
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b) Surname: _____ First Name: _____

Other Name(s): _____

c) Sex: Male Female

d) Mobile No.: (_____) _____ - _____ Office No.: (_____) _____ - _____

e) Email Address: _____

f) Home Address: _____

g) Date of Birth: _____
(Day) (Month) (Year)

h) Age: _____

i) Marital Status: Married Single Other _____

j) Institution/School for which the application is made:

k) Region: _____ Parish: _____

2. ACADEMIC QUALIFICATIONS

TERTIARY LEVEL	NAME OF INSTITUTION	START DATE	COMPLETION DATE	QUALIFICATION AWARDED & DATE
a) University				
b) Teacher Training				
c) Other				

3. PROFESSIONAL DEVELOPMENT

List all related certification/training provided by government/non-governmental organisations (for example: Technology in Education, Inclusive Education, STEM/STEAM, MoE workshops/training, UNICEF)

TRAINING / CERTIFICATION	INSTITUTION / ORGANISATION	COMPLETION DATE/S

4. CAREER ACHIEVEMENTS

List all awards, achievements and/or recognition received during your teaching career.

AWARD/ACHIEVEMENT/ RECOGNITION	INSTITUTION / ORGANISATION	DATE

5. PROFESSIONAL WORK EXPERIENCE

5a. – List all **full time** teaching posts, starting with the most recent.*

INSTITUTION	POST	PERIOD (M&Y)		MAIN DUTIES PERFORMED
		FROM	TO	

5b. – List all **part-time/adjunct** teaching posts, starting with the most recent.*

INSTITUTION	POST	PERIOD (M&Y)		MAIN DUTIES PERFORMED
		FROM	TO	

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

6. OTHER WORK EXPERIENCE:

List all paid work experience outside the teaching profession.

NAME OF ORGANISATION	JOB TITLE	PERIOD (M&Y)		MAIN DUTIES PERFORMED
		FROM	TO	

7. INSTRUCTIONAL LEADERSHIP

On a scale of 1 to 5, where 1 (*Novice*) is the lowest rating and 5 (*Expert*) the highest, indicate how competent you are in the following:

Note: Applicants may be asked to demonstrate skills in these areas in the interviews.

TECHNICAL AREAS	Novice 1	Intermediate 2	Proficient 3	Advanced 4	Expert 5
Curriculum Adaptation & Implementation: - Design lessons and implement research-based instructional strategies					
Professional Development: - Promote a culture of collaboration, continuous learning and improvement among staff -Share best practices, lead workshops, mentor teachers					
Data-Driven Decision Making: -Analyse student performance data to identify learning gaps and adjust instruction accordingly					
Collaboration & Team Leadership: - Lead or participate in grade-level or subject-area teams - support school-wide initiatives					
Classroom & Behaviour Management: - Demonstrate effective classroom management, and ethical behaviour -model standards of excellence					
Instructional Technology: - Use technological tools effectively - help others to integrate technology to enhance learning					
Student Support: -Advocate for student learning and wellbeing					

8. FINANCIAL MANAGEMENT

On a scale of 1 to 5, where 1 (*Novice*) is the lowest rating and 5 (*Expert*) the highest, indicate how competent you are in the following:

Note: Applicants may be asked to demonstrate skills in these areas in the interviews.

TECHNICAL AREAS	Novice 1	Intermediate 2	Proficient 3	Advanced 4	Expert 5
Budgeting					
Procurement					
Asset Management					
Cash Book Management and/or Bank Reconciliation					
Managing Donor Funds/Sponsorship/ Fundraising					
Financial Reporting					
Navigating Online Banking Systems / Platforms (GFMS)					

9. INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS

On a scale of 1 to 5, where 1 (*Novice*) is the lowest rating and 5 (*Expert*) the highest, indicate how competent you are in the following:

Note: Applicants may be asked to demonstrate skills in these areas in the interviews

SKILLS	Novice 1	Intermediate 2	Proficient 3	Advanced 4	Expert 5
Word Processing Skills (Producing Letters/ Memos/ Reports)					
Database Management					
Navigating Learning Management Systems (LMS)/ Student Management Systems (SMS)					
Spreadsheet Management					
Slide Preparation and Presentation Techniques					
Use of Online Tools and Applications (including Managing Electronic Communication)					
Storing/Analysing/ Computing Data					

10. LEADERSHIP IN COMMUNITY/ASSOCIATIONS

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 ORGANISATION	POST/ACTIVITY	PERIOD (M&Y)	
		FROM	TO

10a. Professional /Academic Affiliations

State all of your other professional or academic affiliations, including any distinguishing features or recognition (e.g. ASCD, Belmas, etc.).

NAME OF ORGANISATION	POST/ACTIVITY	PERIOD (M&Y)		RECOGNITION/AWARDS
		FROM	TO	

10b. General Community Work

State all community activities (not already listed) in which you have participated, including any with distinguishing features or recognition (e.g. awards gained in service clubs, citizen's associations, etc.).

NAME OF ORGANISATION	POST/ACTIVITY	PERIOD (M&Y)		RECOGNITION/AWARDS
		FROM	TO	

11. CHARACTER ASSESSMENT

Give names and addresses of two (2) referees, one of whom should be someone who has known you in a professional capacity (through work/service/study) in the last five to ten years. ***[Referees should complete the prescribed Principal's Reference Form]***

Referee 1 (Professional)		Referee 2 (Other)	
Name		Name	
Role		Role	
Address		Address	
Mobile Number		Mobile Number	
Work/Home Tel Number		Work/Home Tel Number	
Email Address		Email Address	

12. OTHER RELEVANT INFORMATION

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

13. AVAILABILITY

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

Applicants, please note:

1. The completed MOE Application Form, Cover Letter and Resume must arrive at the dedicated email address/specified address on or before the date stated in the advertisement.
2. Personal data provided will be processed in accordance with the Data Protection Act, 2020.
3. Two (2) completed MOE Principal's Reference Forms – one professional and one other – should be submitted by the application deadline. Each referee should submit the completed referee form, **under confidential cover**, directly to the dedicated email address/specified address by the application deadline. **Incomplete documentation will not be considered.**
4. Only shortlisted applicants will be invited to an interview.
5. Candidates may be asked to grant the institution permission to conduct formal background checks.
6. Shortlisted applicants will be required to present original documents and copies in relation to teaching/other qualifications and a current appraisal at the interviews.

I hereby declare that all the particulars furnished on this application form are true and correct to the best of my knowledge and that I am aware of the qualifications, requirements and particulars for this post, as set out in the advertisement and other relevant documentation.

Signature of Applicant

Date

FOR OFFICE USE ONLY

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