



# APPLICATION FOR PROMOTION TO ADMINISTRATIVE OFFICES IN THE TEACHING SERVICE

Application will **only** be considered complete when accompanied by a current Special Report and copies of the relevant documents.

**PLEASE TYPE OR PRINT CLEARLY**

Submit to: The Permanent Secretary, Attention: Senior Human Resource Officer (Primary) / Senior Human Resource Officer (Secondary) (where applicable), Ministry of Education, 18 Alexandra Street, Port of Spain (ufs Principal/School Supervisor III)

1. PERSONAL INFORMATION				
Office applied for and the schools of interest under this circular memorandum.				
Office: .....				
School 1: .....		School 2: .....		
School 3: .....		School 4: .....		
Ref. Circular Memorandum No.:		Date: (d/m/y)		
Last Name:		First Name:		
Maiden Name:	Middle Name:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> (Mr, Mrs, Miss, Ms, Dr. other-specify)		
Telephone (Home):	Telephone (Mobile/Work):	Marital Status:		
Birth Date: (d/m/y)	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Date entered service (d/m/y):		
Substantive Office (include area of specialization):		Registration No.		
Date of appointment: (d/m/y)		Salary Grade:		
Indicate the last two positions for which you have been previously interviewed in the last 12 months:				
1.....2.....				
I wish/do not wish to be re-interviewed for .....				
Mailing Address:				
Fax No.:		Email Address:		
Country of Birth:		Nationality:		
2. EDUCATION & PROFESSIONAL QUALIFICATIONS				
<i>Enter details of any professional and tertiary qualifications, such as degrees, certificates, diplomas and short courses.</i>				
Institution and Address	Date Attended		Qualification/Year Obtained	Other relevant information
	From	To		

### 3. SERVICE RECORD / EMPLOYMENT HISTORY

*Please start from the most recent and include acting appointments*

Office	Institution	From	To	Duties (describe briefly)

### 4. OTHER EXPERIENCE/SKILLS

*Indicate any relevant training and expertise you have in specialized areas e.g. computing, communicating, writing, speaking*

Experience/Skill area	Period	Comments

### 5. MEMBERSHIPS

*List membership in any professional organization or civic body such as military*

Name of Organization	Office	Period

***I declare that the information in this application is true to the best of my knowledge and that failure to provide same will result in my application not being considered.***

**Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_**