



ARDENNE PREPARATORY AND EXTENSION HIGH SCHOOL

(A Private Educational Institution operated by the Church of God in Jamaica)

APPLICATION FORM FOR THE POST OF PRINCIPAL

Please complete all sections

1. BIOGRAPHICAL DATA

MR	MRS	MISS	REV	DR
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Telephone: _____ (h) _____ (w) _____ (c)

Home Address:

Age: _____ Date of Birth: _____ (dd) _____ (month) _____ (year)

2.ACADEMIC QUALIFICATIONS: *Additional information may be completed on a separate sheet.

Institutions	Name of Institution	From date	To Date	Qualification Acquired
Tertiary				
Teacher Training				
Other				

3. PROFESSIONAL WORK EXPERIENCE: Begin with the most recent. *Additional information may be completed on a separate sheet.

Institutions	Post held	Time period		Main duties
		From	To	

4. OTHER WORK EXPERIENCE: List all other work experience outside of the teaching profession. Begin with the most recent. Additional information may be completed on a separate sheet.

Name of Organization	Job Title	Time period		Main duties
		From	To	

5. INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS: On a scale of 1 to 4, with 1 as the lowest, and 4 as the highest, rate your competency in the following areas.

SKILL AREAS	1	2	3	4
Word processing skills				
Able to produce letters/memos/reports				
Store, analyse, compute data				
Database management				
Presentation techniques				
Prepare slides / power point				
Internet usage				
Access websites				
Send and receive attachments				
Send and receive emails				

6. FINANCIAL MANAGEMENT: List experience acquired in managing financial resources of an institution. List most recent first. Additional information may be completed on a separate sheet.

Name of Organization	Post / Activity	Summary of Duties

7.CAREER ACHIEVEMENTS: List distinguishing features of your professional or academic career. List most recent one first. Additional information may be completed on a separate sheet.

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8.LEADERSHIP/MANAGEMENT CAPACITY: Beginning with the most recent first, list all professional, relevant activities and extra-curricular engagements in which you have played a leadership or management role.

Name of Organization	Post / Activity	Time period	
		From Date	To

9. COMMUNITY WORK: State all community activities (not listed above) in which you have participated. Include any with distinguishing features or recognition, (e.g. awards/certificates) gained.

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10. CHARACTER ASSESSMENT: List names of two references, preferably persons with whom you have worked/studied with in the last 5 – 10 years.

Name: _____

Position: _____

Work / Address: _____

Telephone: Home: _____ Work: _____ Cell _____

Name: _____

Position: _____

Work / Address: _____

Telephone: Home: _____ Work: _____ Cell _____

11: ANY OTHER RELEVANT INFORMATION: Please list any other information that may be relevant and valuable to this application.

12. AVAILABILITY: If short-listed and accepted, list the date that you would be available, and if necessary, give reasons.

13. STATEMENT OF TRUTHFULNESS: I attest that all the information given is accurate.

Applicant's signature: _____ Date: _____

FOR OFFICIAL USE ONLY			
STATUS			
Candidate's scores			
Application is incomplete			
Documents outstanding			
Candidate short-listed for interview			
Candidate short-listed for further review and interviews			
Candidate recommended for the post			
Application filed for future reference			
Other:			