

ORIGINAL
DUPLICATE
TRIPLICATE

TSC FORM NO. 4(1993) ORIGINAL

TEACHING SERVICE COMMISSION

APPLICATION FOR CONFIRMATION IN THE TEACHING SERVICE

NOTE: 1) This form is divided into three (3) parts to be completed as follows:-

Part i by the teacher applying for confirmation

Part ii by the teacher's immediate supervisor

Part iii by the District Education Officer in respect of Primary School teachers and by the Commissioner for Education in respect of teachers in Post Primary Institutions.

11) **Notes for the Guidance of reporting officers:-**

1. Every teacher has his/her weak and strong points; both should be described because they are equally important to both the teacher and the service.

2. The "General Remarks" are most important and reporting officers are particularly requested to give a full, frank and considered assessment of both the teacher's strong and weak points.

3. It is important that teachers are informed by their supervisors of any faults or shortcomings which result in adverse report. The teacher is free to defend himself/herself in writing against any such adverse report.

4. In making the report the HM/DEO should bear in mind performance of the teacher over the last two years.

PART 1 TO BE COMPLETED BY THE TEACHER ON PROBATION

- i) Surname
- ii) Other names
- iii) Date of Birth
- iv) Nationality
- v) Sex F/M (tick one)
- vi) Highest academic qualification.....
- vii) Date obtained
- viii) Professional Qualification.....
- ix) Date of Professional Qualification
- x) College where trained.....
- xi) Professional Registration No.
- xii) Date of Appointment to the Teaching Service.....
- xiii) Designation.....
- xiv) Appointment Authority (TSC/DTSC).....
- xv) TSC/DTSC Advise No..... of 19.....
- xvi) Date of Assumption of Duty
- xvii) Present School
- xviii) Subjects taught.....

I certify that the information given above is true to the best of my knowledge.

Signature..... Date

PART II

CONFIDENTIAL REPORT BY THE HEAD OF SCHOOL/COLLEGE/INSTITUTION

A ASSESSMENT

Rates as follows:-

- 5= Excellent
- 4= Very good
- 3= Good
- 2= Satisfactory
- 1= Poor

- i) General personal or professional conduct (temperament, enthusiam, initiative, capability, loyalty, responsibility, etc.) -----
- ii) General ability (mental capacity, Judgement, etc.) -----
- iii) Competence as a teacher (ability to communicate with pupils, to maintain interest and attention, discipline, lesson preparation and presentation, etc.) -----
- iv) Capacity for organisation (including getting good work out of pupils and other teachers, managing field trips, sports meeting, etc.) -----
- v) Readiness to co-operate with the Headteacher -----
- vi) Relations with -----
 - a) Head -----
 - b) Other teachers -----
 - c) Pupils -----
 - d) General Public including parents -----

B FINAL ANALYSIS

- i) Any special attitudes:
- ii)* Records of any disciplinary action in chronological order:

Has he/she been warned in writing? _____
Has he/she made any adjustment? _____

What action has the DEO/DTSC taken in his/her case?

(Attach copies of letters of warning and copies of inspection reports, if any)
Is this his/her first application for confirmation? _____
What were the reasons against confirmation? _____

(iii) General Remarks: _____

(iv) Final Recommendation _____

Date.....
H/M/PRINCIPAL/DIRECTOR

PART III

CONFIDENTIAL REPORT BY THE DEO/C/EB

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Date.....
DEO/ C/ED

DISTRIBUTION

- i) The Headmaster/Principal/Director (remains on the teacher's file)
- ii) The District Education Officer in case of Primary School teachers
- iii) The District Teaching Service Committee/Teaching Service Commission
- iv) The Commissioner for Education in case of teachers in Post Primary Institutions.