



SCHEDULE 15

Regulation 18 (2)

REPORT OF A TEACHING VACANCY

Submit one form for each vacancy to The District Education Office

1. School Details:

Name of School: _____

Proprietor _____

District _____

Registration number: _____

Student enrolment: _____ No. of streams: _____

Approved staff establishment on government pay: _____

2. Details of vacancy:

Date from which vacancy exists: _____

Type of vacancy (Leadership or Classroom): _____

3. Previous holder

Name: _____

Registration number: _____ Employment number: _____

Type of appointment (Permanent, Temporary or Contract)
(Encircle whichever appropriate)

Date of allocation to school: _____

Reasons for leaving: _____

(Death / Retirement / Dismissal / Termination / Transfer / Leave)

4. Candidate required

Type of allocation required (indefinite or limited): _____

Qualification requested: _____

Minimum acceptable qualifications: _____

Subjects (if post-primary)

(a) _____ level: _____

(b) _____ level: _____

(c) _____ level: _____

Extra-curricular duties (if any): _____

Comments: _____

Signed _____ Date: _____

Principal