



**MINISTRY OF EDUCATION
APPLICATION FORM FOR IN-SERVICE AWARD**

FORM TO BE COMPLETED IN TRIPLICATE (3) BY THE APPLICANT AND SUBMITTED THROUGH THE PRINCIPAL TO THE DIRECTOR, DEPARTMENT OF EDUCATION, P.O. BOX N-3913/4, NASSAU, THE BAHAMAS. FORMS AND SUPPORT DOCUMENTS SHOULD ARRIVE NO LATER THAN 15TH JANUARY, FOR CONSIDERATION FOR AN AWARD TENABLE IN AUGUST/SEPTEMBER OF THE SAME YEAR.

1. **NAME IN FULL:**.....
(Surname first in block letters)
2. **DATE OF BIRTH:**.....(D/M/Y) **GENDER:**.....
3. **PLACE OF BIRTH:**.....**NATIONALITY:**.....
4. **SINGLE/MARRIED:**.....**NUMBER OF DEPENDENTS:**.....
5. **P.O. BOX NO:**.....**TEL. NO.(H)**.....**(W)**.....**(M)**.....
LOCAL ADDRESS:.....
6. **OCCUPATION:**.....**YOUR INCOME:**.....
7. **NAME OF SPOUSE:**.....
SPOUSE'S INCOME:.....
8. **ADDRESS OF CORRESPONDENCE OVERSEAS: (If applicable)**.....
.....
9. **NAME OF PARENTS OR GUARDIAN:**.....
ADDRESS OF PARENT OR GUARDIAN:.....
10. **NAME AND ADDRESS OF PERSON TO CONTACT IN CASE OF EMERGENCY:**
.....
.....
11. **GIVE PARTICULARS OF ANY IMPAIRMENT FROM WHICH YOU MAY SUFFER OR HAVE SUFFERED:**.....
.....
12. **SCHOOLS, COLLEGES, OR UNIVERSITIES ATTENDED WITH DATES:**
.....
.....
.....

13. **STATE ACADEMIC AND PROFESSIONAL QUALIFICATIONS.**
*PLEASE NOTE THAT TRANSCRIPTS AND COPIES OF CERTIFICATES
MUST BE ATTACHED:*

.....
.....
.....

14. **DATE OF APPOINTMENT TO TEACHING SERVICE:.....**

15. **PRESENT POSTING:.....**

16. **PREVIOUS POSTINGS (List last three with dates):**

.....
.....
.....
.....

17. **GRADES/SUBJECTS TAUGHT DURING TEACHING CAREER:**

.....
.....
.....

18. **PERFORMANCE APPRAISAL RATINGS FOR THE PAST THREE YEARS:**

.....
.....
.....

19. **INDICATE NAME AND FULL ADDRESS OF INSTITUTION AT WHICH YOU
ARE PURSUING OR WISH TO PURSUE OR CONTINUE STUDIES, IF
IN-SERVICE AWARD IS GRANTED:**

.....
.....
.....
.....

20. **COURSE OF STUDY:.....**

DEGREE OR QUALIFICATION SOUGHT:.....

ANTICIPATED DATE OF ENROLMENT:.....

ANTICIPATED DATE OF COMPLETION:.....

21. **HAVE YOU BEEN ACCEPTED FOR THE COURSE ?.....
IF SO, PLEASE PROVIDE DOCUMENTARY EVIDENCE:**

.....

22. IF ALREADY IN COLLEGE OR UNIVERSITY, STATE DATE OF ADMISSION:

.....

23. STATE REASON(S) FOR PURSUING COURSE WITH DETAILS OF ANY FUTURE PROFESSION/ACTIVITY YOU WISH TO FOLLOW:

.....

.....

.....

24. HAVE YOU APPLIED FOR AN IN-SERVICE AWARD, BURSARY OR GOVERNMENT SCHOLARSHIP OR SIMILAR AWARD BEFORE? IF SO, GIVE IF SO, GIVE DETAILS:

.....

.....

.....

25. GIVE THE NAMES, ADDRESSES AND OCCUPATIONS OF TWO PERSONS WHO WILL ACT AS BONDSMAN IF AN IN-SERVICE AWARD IS GRANTED:

NAME:..... NAME:.....

ADDRESS.....ADDRESS:.....

P.O. BOX NO:.....P.O. BOX NO:.....

TELEPHONE NO:.....TELEPHONE NO:.....

OCCUPATION:..... OCCUPATION:.....

26. SIGNATURE OF APPLICANT: DATE.....

27. SIGNATURE OF HEAD OF DEPARTMENT (e.g. Principal):..... DATE:.....

CHECKLIST FOR SUBMISSION OF APPLICATION

(Please submit this completed page with your application forms)

N.B. All Public Officers / Teachers should submit their Applications through their Department Head / Principal.

Please place a tick in the spaces provided to indicate those items being submitted at the time of application. These items are vital and ensure the proper and timely processing of application forms. *Completed application forms and supporting documents must* be submitted through the *Principal to the office of the District Superintendents to the office of the Director of Education* by 15 January of each year.

- _____ Completed application form in triplicate
- _____ Cover letter of request for an INSA from applicant
- _____ Cover letter/letter of support from Principal
- _____ Copy of qualifications (Associate's Degree, Bachelor's Degree, Teacher's Certificate)
- _____ Copy of Marriage Certificate (married females only, to support name change)
- _____ Copy of the four pages of applicant's Performance Appraisal Form, notarized by the Principal
- _____ Most recent Transcript if already enrolled
- _____ Current Letter of acceptance from accredited College/University
- _____ Three letters of reference (These should come from professionals who can attest to applicant's performance of duties, work ethics, capacity for further study, etc. Letter of reference from Principal will be an asset)
- _____ Documentation to confirm nationality

Please ensure that all documents requested above accompany your application form, or are forwarded at the earliest opportunity.