



# Early Childhood Care and Education Authority

Serial:

Photo

## Application form Registration of Assistant Teacher

**Registration period: January 2023 - December 2024**

- 1. Name of School: \_\_\_\_\_
- 2. Address (School) : \_\_\_\_\_
- 3. Phone/Fax number : \_\_\_\_\_
- 4. Name of Assistant Teacher: \_\_\_\_\_
- 5. Title : \_\_\_\_\_
- 6. Date Joined : \_\_\_\_\_
- 7. Phone number –Home : \_\_\_\_\_
- 8. Email address : \_\_\_\_\_
- 9. Date of birth : \_\_\_\_\_ Age \_\_\_\_\_
- 10. Gender : \_\_\_\_\_
- 11. Nationality : \_\_\_\_\_
- 12. Work permit if (applicable) : \_\_\_\_\_
- 13. National ID No. : \_\_\_\_\_
- 14. Address –Home : \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_



**16. Professional Qualifications**

| Institution | Certificate awarded ( MQA Approved) | Dates/Year |
|-------------|-------------------------------------|------------|
|             |                                     |            |
|             |                                     |            |
|             |                                     |            |
|             |                                     |            |
|             |                                     |            |

**17. Any other qualifications**

| Institution | Certificate awarded | Dates/Year |
|-------------|---------------------|------------|
|             |                     |            |
|             |                     |            |
|             |                     |            |
|             |                     |            |

**18. Record of service in pre-school sector**

| Name of pre-school Institution | FROM ( <i>year</i> ) | TO ( <i>year</i> ) | Position held |
|--------------------------------|----------------------|--------------------|---------------|
|                                |                      |                    |               |
|                                |                      |                    |               |
|                                |                      |                    |               |
|                                |                      |                    |               |

**19. Present employment**

|                                   |  |
|-----------------------------------|--|
| Self employed                     |  |
| Employed by an individual         |  |
| Employed by an organization       |  |
| Name of employer: (if applicable) |  |
| Monthly salary:                   |  |
| Contribution to NPS :             |  |

## 20. Statement from Manager (Manager)

I, Mr/Mrs..... the undersigned hereby certify that Mrs./Mr  
.....is employed as Assistant Teacher as per information provide

Date:.....

Signature of Manager: .....

### Statement of Assistant Teacher

I ..... certify that the information given on this form is true, complete and correct to the best of my knowledge

Signature of Assistant Teacher: ..... Date: .....

### FOR OFFICIAL USE

The following documents have been produced for Assistant Teacher:

|    |   |  |     |  |  |
|----|---|--|-----|--|--|
| 1. | Birth Certificate                                   |  | 6.  | Professional Certificate                                 |  |
| 2. | Medical Certificate<br>Date: From.....<br>. To..... |  | 7.  | Educational Certificate                                  |  |
| 3. | X Ray Report<br>Date: From.....<br>. To.....        |  | 8.  | Certificate of character<br>Date: From.....<br>. To..... |  |
| 4. | Identity Card                                       |  | 9.  | Civil Marriage Certificate if applicable                 |  |
| 5. | Work permit ( <i>if applicable</i> )                |  | 10. | First Aid Certificate                                    |  |

I, Mrs. ....Assistant Coordinator certify having verified the above information and recommend /do not recommend the registration of the applicant

Reasons for not recommended ( if applicable):.....

Signature of Assistant Coordinator:..... Date: .....

### Remarks from Coordinator

#### Remarks

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

Signature of Unit Coordinator..... Date: .....