



# **TOBAGO MISSION OF SDA**

## **DEPARTMENT OF EDUCATION**

### **JOB APPLICATION FORM**

NAME \_\_\_\_\_ DATE \_\_\_\_\_  
(Last name) (First name) (Middle name)

MAILING ADDRESS \_\_\_\_\_ Home Phone \_\_\_\_\_

WORK ADDRESS \_\_\_\_\_ Work Phone \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ BIRTH PLACE \_\_\_\_\_ Citizenship \_\_\_\_\_  
(YY/MM/DD)

HEALTH CONDITION \_\_\_\_\_ Marital Status \_\_\_\_\_

NAME & AGES OF CHILDREN IF ANY \_\_\_\_\_

NAME OF SPOUSE \_\_\_\_\_ Spouse's Occupation \_\_\_\_\_

MEMBER OF THE SEVENTH DAY ADVENTIST CHURCH? \_\_\_\_\_ If so, how long? \_\_\_\_\_

NAME OF LOCAL CHURCH WHERE MEMBERSHIP IS HELD \_\_\_\_\_ National Insurance # \_\_\_\_\_

#### **EDUCATIONAL BACKGROUND:**

List high schools, colleges, universities attended. Include graduate study.

<b>INSTITUTIONS ATTENDED</b>	<b>YEARS</b>	<b>YEAR GRADUATED</b>	<b>SUBJECTS/DEGREE ACHIEVED</b>

**CERTIFICATION:**

Specific professional certificates currently held, both governmental and denominational


**JOB PREFERENCE:**

In what position do you seek placement and why?

POSITION:
WHY?

**EXPERIENCE IN EDUCATION:**

List educationally related employment in chronological order. Include practice teaching and/or administrative experiences.

SCHOOL	NO. OF TEACHERS	WHAT YEARS	TEACHER, TEACHING PRINCIPAL OR PRINCIPAL	CLASSES OR SUBJECTS TAUGHT	NO. OF PUPILS TAUGHT

**ADDITIONAL EXPERIENCE:**

Note employment and training not reported above that you believe will contribute to your success in the position you are presently seeking.


**PROFESSIONAL GROWTH:**

Indicate professional memberships, publications, and other growth activities in which you have been involved.


**AVOCATIONAL INTERESTS:**

Note hobbies and recreational pursuits, particularly those in which you feel competent to share with others.

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**CHURCH RELATED ACTIVITIES:**

Indicate all avenues of personal involvement in the mission of the Seventh day Adventist Church (participatory and leadership roles, outreach activities, etc.) Be specific regarding office and /or function.


**STATEMENT OF INTENT :**

Why are you applying for a position in the Tobago Mission? Do you believe God “calls” individuals to specific places of service? Please explain your answer.


**PHILOSOPHY OF EDUCATION:**

Provide a short statement of your educational philosophy. How is your philosophy reflected in your teaching/administrative style? Please be specific


**PROFESSIONAL RELATIONSHIPS:**

As you see it, what is the proper relationship between the principal, a vice-principal, and the staff?  
Between a principal and his superintendent? Between a principal and his board

1.
2.
3.

**SPIRITUAL COMPONENTS OF EDUCATION:**

What have you personally done to emphasize spiritual values in your schools? (If new what would you do in this regard?) How will you establish a strong, positive spiritual tone in any school or class in your charge?

1.
2.

**VIEW OF ADVENTIST EDUCATION:**

As you see them what are the strengths and weaknesses of Adventist education? How do you personally relate to these observations?

STRENGTHS
WEAKNESSES

**ADMINISTRATIVE STYLE:**

Provide one-sentence responses, no more to the following:

What is the most important function of a school principal, vice-principal or teacher? (choose the view from your prospective position.)

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What professional task is the least enjoyable to you?

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What is the key to good relationship with a school's parent constituency?

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How would someone who knows you well describe your temperament?

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What personal quality is most likely to spell success for you?

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What is your favorite motivational tool?

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**REFERENCES:**

Please refer us to three individuals who can vouch for your professional competence and character. Do not list relatives. Denominational educators, pastors and administrators are preferred.

NAME	OFFICIAL POSITION	ADDRESS	TELEPHONE

**GENERAL STATEMENT:**

Offer any additional comments, which you feel, would be of benefit as we evaluate your application.

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**FOR OFFICIAL USE ONLY**

Interviewed by \_\_\_\_\_ Date: \_\_\_\_\_

Remarks \_\_\_\_\_  
\_\_\_\_\_  
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**NOTE TO APPLICANTS**

The Tobago Mission operates five (5) Seventh Day Adventist schools.

Applicants should be registered as teachers with the Ministry of Education. Three recommendations should be submitted including one from a Church Pastor or First Elder.

Applicants should present (in person) their original certificates and copies to the Department of Education via the mail. Applicants for primary school teaching are expected to possess at least five CXC / GCE subjects including English Language, Mathematics and a Science subject, while applicants for secondary school teaching should possess at least two advanced level passes or equivalent qualifications.