



MINISTRY OF EDUCATION,  
YOUTH & INFORMATION

# NATIONAL COLLEGE FOR EDUCATIONAL LEADERSHIP

*Creating World Class Educational Leaders*



## ASPIRING PRINCIPALS' PROGRAMME

### APPLICATION FORM

2019/2020 (cohort 7)

#### MATRICULATION REQUIREMENTS

##### APPLICANTS MUST:

- Be teacher trained
- Have a minimum of 3 years teaching experience
- Have at least a first degree in education or a related discipline
- Be registered with the Jamaica Teaching Council (JTC)

#### GENERAL INFORMATION

- Please complete this form, print and submit a signed copy along with supporting documents to NCEL, NO LATER THAN **OCTOBER 31, 2019**.
- It is the applicant's responsibility to ensure that all referee reports are received under confidential cover by the aforementioned date.
- Incomplete application packages will **NOT** be processed.
- Previous applicants may reapply.

#### SUPPORTING DOCUMENTS

1. Certified copy of degree(s) earned
2. Two referee reports (professional and community)
  - a. from an Education Officer, Principal, Vice Principal or Head of Department/Unit
  - b. from a Justice of the Peace, Attorney at Law, Pastor or Police Officer at the rank of Inspector or above or a member of the Civil Service at the level of the Senior Executive Grade
3. Résumé
4. Last two performance evaluation reports/appraisals
5. Certified copy of passport, national I.D or driver's licence
6. Two passport sized photographs
7. Certified copy of marriage certificate

#### LOCATIONS & CLASSES

Classes are delivered on Saturdays or Sundays in Kingston and Montego Bay on the campuses of the University of the West Indies.

Kindly tick the box below indicating your preference.

##### Kingston

Saturday

Sunday

##### Montego Bay

Saturday

Sunday

**\*N.B. Please note that your preference is not however guaranteed.**

Caenwood Complex, Murray Hall Building,  
37 Arnold Road, Kingston 5.

Telephone: 876-967-7869 | Website: [www.ncel.gov.jm](http://www.ncel.gov.jm) | Email: [ncel@moey.gov.jm](mailto:ncel@moey.gov.jm)  
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## SECTION A – CONTACT INFORMATION

1. Title: \_\_\_\_\_ Surname(s): \_\_\_\_\_

First name: \_\_\_\_\_ Middle name: \_\_\_\_\_

2. Sex: M  F

3. Date of birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
D M Y

4. Nationality: \_\_\_\_\_

5. Address: \_\_\_\_\_

6. Occupation: \_\_\_\_\_

7. Current role: \_\_\_\_\_

8. Place of employment: \_\_\_\_\_

9. Home #: \_\_\_\_\_ Mobile #: \_\_\_\_\_

Work#: \_\_\_\_\_

Email address:

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10. Previous work experience (to be completed as is applicable):

School/Organisation	Position held	Tenure (from/to)
<b>Give a brief description of duties</b>		



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School/Organisation	Position held	Tenure (from/to)
<b>Give a brief description of duties</b>		

School/Organisation	Position held	Tenure (from/to)
<b>Give a brief description of duties</b>		

## SECTION B – EDUCATIONAL BACKGROUND

*Include degrees, diplomas and professional certificates.*

Name of institution	Area of study	Duration of study	Qualification obtained

**11. Please list all academic awards and distinctions received.**

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**12.** Please provide details of any scholarship/bursary/fellowship previously received.

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## **SECTION C – VOLUNTEERISM**

**13.** In what voluntary initiatives have you been actively involved? Give a brief description of the initiative and your role.

*(For example, national, civic, non-governmental organisations [NGOs], service clubs or church)*

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## FOR OFFICIAL USE

**Documents submitted:**

**Application #** \_\_\_\_\_

- 2 Passport sized photographs
- Résumé
- Academic qualifications – certified copies
- 2 Performance appraisals
- 2 Recommendations
- Identification (driver’s licence, national I.D, passport) – certified copy
- Teacher registration (JTC)
- Marriage certificate – certified copy

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

**ACCEPTED**

**CONDITIONAL**

**REJECTED**

**REASON(S):**

**DIRECTOR OF PROGRAMMES**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

PRINT NAME

SIGNATURE

(DD/MM/YY)

**DIRECTOR/PRINCIPAL**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

PRINT NAME

SIGNATURE

(DD/MM/YY)

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**REFEREE FORM**

**ASPIRING PRINCIPALS' PROGRAMME  
RECOMMENDATION FOR ADMISSION**

Applicant's Name: \_\_\_\_\_

Referee's Name: \_\_\_\_\_

The person named above has applied for admission to the National College for Educational Leadership (NCEL) to pursue the Aspiring Principals' Programme. We would appreciate your assessment of the applicant's suitability for enrolment and as such, ask that you respond to the questions that follow. Please return the completed form to the applicant in a sealed envelope or mail directly to:

**The Director/Principal  
National College for Educational Leadership  
Caenwood Complex, Murray Hall Building  
37 Arnold Road, Kingston 5**

1. In what capacity do you know the applicant? \_\_\_\_\_

a. For how long have you known the applicant? \_\_\_\_\_

2. Comment on the following areas:

<b>Leadership potential</b>
<b>Professionalism</b>
<b>Communication skills</b>
<b>Interpersonal skills</b>
<b>Volunteerism</b>

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### 3. Any other comment

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### 4. Would you recommend the applicant for a position on a school leadership team? Give reasons.

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Position: \_\_\_\_\_

Institution: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ / \_\_\_\_\_

Email address:

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Referee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for your co-operation.

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