



THE BAHAMAS CONFERENCE OF THE METHODIST CHURCH



The Division of Education & Training

APPLICATION FOR THE POST OF VICE-PRINCIPAL (FOUNDATION YEARS) QUEEN'S COLLEGE

NAME: _____

Please complete ALL SECTIONS of this form and return to:

The Director
Division of Education & Training
Bahamas Conference of the Methodist Church
Baltic Ave, off Mackey Street

P. O. Box N-7127
Nassau, Bahamas

or by email to: bcmc@bahamasmethodist.org

Further enquiries: (242) 393-3726

APPLICATION FOR POST OF VICE-PRINCIPAL

Recent
Photograph
of
Applicant

A. PERSONAL INFORMATION

1. Name in full (*Mr./Mrs/Miss/Ms.*) _____
(First) (Middle) (Last) (Maiden)
2. Street Address: _____

(City/Settlement) (Island) (Country)
3. Mailing Address: _____
3. Telephone number: _____ (H) _____ (W) _____ (C)
4. E-mail address: _____
5. Date of Birth (*dd/mm/yyyy*) _____ 7. Age: _____
8. Nationality: _____ 9. Marital Status: Single Married
 Separated Divorced
10. Name of spouse (*if applicable*): _____
11. Present employment and occupation of spouse (*if applicable*): _____

12. Children (*If any, please give ages.*): _____

13. Church: _____ Denomination: _____

B. HEALTH

1. Do you have any special needs or requirements? Yes No
If yes, please explain:

2. Have you been seriously ill within the past 10 years? Yes No
If yes, please explain:

C. EMERGENCY CONTACT

In case of an emergency, please contact:

Name: _____ Relationship: _____

Address: _____

Telephone number: _____ (H) _____ (W) _____ (C)

D. EMPLOYMENT HISTORY

List all employment starting with the most recent employer.

Name of Employer: _____ Address of Employer: _____

Date of Employment: _____ to _____

Job/Position Title: _____ Department: _____ Name of Supervisor: _____

Describe Duties: _____

Reason for Leaving: _____

Name of Employer: _____ Address of Employer: _____

Date of Employment: _____ to _____

Job/Position Title: _____ Department: _____ Name of Supervisor: _____

Describe Duties: _____

Reason for Leaving: _____

Name of Employer: _____ Address of Employer: _____

Date of Employment: _____ to _____

Job/Position Title: _____ Department: _____ Name of Supervisor: _____

Describe Duties: _____

Reason for Leaving: _____

E. ACADEMIC DEVELOPMENT

1. List high school, colleges and universities attended and certificates, degrees or other qualifications received.

Name of Institution	Address	Dates of Attendance		Qualifications Obtained
		From	To	

F. EXTRA-CURRICULAR INTERESTS

G. REFERENCES

Please list the names, professional status, eMail addresses and telephone numbers of three (3) persons, other than relatives, who can attest to your professional experiences and scholarship, one of which must be your current Principal or Superintendent.

1. _____ 2. _____ 3. _____

H. Have you ever been arrested, charged or convicted of an offense? Please elaborate.

I. SUPPORTING DOCUMENTS

This application **MUST** be supported by the following documents:

- Letter of Interest explaining your strengths and why you are interested in the position
- A Current Resume not to exceed 3 pages
- A 1-2 page Educational Philosophy & Leadership style
- Copies of Academic qualifications
- Up-to-date transcripts
- Police Record
- Copy of relevant pages of valid passport *(showing photo ID, passport number and expiration date)*

J. ACKNOWLEDGEMENT & COMMITAL

I agree that the information in this application, which is subject to verification by The Division of Education & Training, BCMC/Queen’s College, is correct. I understand that any misleading or incorrect information may render the application ineligible and may be cause for immediate dismissal in the event of my employment.

I recognize that Queen’s College is a school operated under the auspices of The Bahamas Conference of the Methodist Church and that the school seeks to promote the life and teaching of Christ as the guide to right living. I shall, if appointed, work in harmony with these goals.

Signature: _____ Date: _____

FOR OFFICIAL USE ONLY

Date received: _____

Outstanding documents: _____
