

REPUBLIC OF ZAMBIA

IN CONFIDENCE **TS FORM 8**

Stocked by Min. of Ed. And Culture

TEACHING SERVICE

RECOMMENDATION FOR CONFIRMATION

(Parts I and II to be completed in triplicate. Original and duplicate to be forwarded to Chief Education Officer, triplicate to be retained by Manager. Part IV to be completed by Education Officer.)

PART I

MEDICAL CERTIFICATE

1. Name…… TS No……

2. Appointment…… Date of first appointment……
(Items 1 and 2 to be completed by Manager)

3. I have examined the above named and find him/her/ *fit/unfit for permanent employment as a
……
Remarks……
……
……

Date…… ……
Medical Practioner

(*Delete where not applicable)

PART II

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RECOMMENDATION BY EDUCATION OFFICER/HEADTEACHER

1. **The above named has served on probation from……, 19……**
   to date and, being eligible for confirmation in appointment on……, 19……
   has expressed the wish to be so confirmed.

2. **Present salary is K……in scale……**
3. **Proficiency and progress in appointment……**
   ……
   ……
   ……
   ……
4. **Conduct and character (details of any adverse report or disciplinary action since date of first appointment must be given)**
   ……
   ……
   ……
   ……
   ……
5. **Year in which Efficiency Bar Examination passed, where applicable……**

6. **General remarks……**
   ……

……
……

7. **I recommend that Mr/Miss……**
Be confirmed in appointment with effect from the date on which service on probation commenced
……, 19……

Date…… **……**
Education Officer/Headteacher

PART III

THE PERMANENT SECRETARY

MINISTRY OF EDUCATION AND CULTURE

1. Particulars of this employee given in Part I and II of this recommendation are correct, according to my records
2. I recommend-

*that Mr/Miss…… be confirmed in appointment with effect from ……, 19……..
*that Mr/Miss…… should not be confirmed in appointment, for the following reason/s……
……
……
……
……

Date…… ……
Chief Education Officer
*Delete where not applicable
ORIGINAL: To be forwarded.
DUPLICATE: to be retained for Provincial records

PART IV

A. PERSONAL PARTICULARS

1. Full name…… 2. Nat. Reg. No……
2. Tribe…… 4. Village……
3. Chief…… 6. District……

7. Approximate date of birth……

B. EDUCATION AND/OR TRAING

Where educated and/or trained	DATES		Final standards passed or certificate obtained.
	From	To	
……	……	……	……
……	……	……	……
……	……	……	……
……	……	……	……
……	……	……	……
……	……	……	……
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……	……	……	……
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C .PREVIOUS EXPERIENCE:

Previous appointments and names previous Employers or Government departments		DATES	Reasons For Leaving
		From	To
……	……	……	……
……	……	……	……
……	……	……	……
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D. POSTINGS:

Dates		School	District	Province
From	To			
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FOR HEADQUARTERS USE ONLY:

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