

TEACHING SERVICE

**Stocked by
Min of Education
100m D569 2/89 P/F2**

LETTER OF APPOINTMENT

TS. Form 3 (Rev)

Staff

NO.....

PART I

TO: Mr/Mrs/Miss
(Surname)

.....
(Forenames)
.....

1. You are appointed as a in Division ONE, TWO. OR THREE of the
Zambia Teaching Service with effect from,
*on probation/ temporarily/ as a confirmed employee.

2. Your commencing salary is at the rate of a year in the scale..... And
your
incremental date is

3. You are posted to school under Manager Group
Number.....
and Pay Point Number

4. You are expected, so long as you are in the Service, to serve the youth of the Country to
best of your
ability and to uphold the highest standards of the teaching profession.

5. If it is found that you are unable to perform efficiently the duties of your appointment, or if
you
misconduct yourself, you may be discharged at
Notice.

6. You may be dismissed without notice if you repeatedly or seriously misconduct yourself or
if it found
that you are inefficient owing to negligence or idleness.

7. If you wish to resign you must give Notice.

8 You are liable to serve in any part of the Country.

9. The provisions of the Zambia Teaching Service Regulations and the Zambia Teaching
Service Pensions
Regulations apply to you.

*10. Special conditions which apply to your appointment in accordance with provision to
regulation 4 of
Zambia Teaching Service Regulations are attached.

*11. You are expected to pass an efficiency Bar Examination before the
.....

19..... failure to pass the examination by due date will result in the withholding of increments and
may lead to your being discharged from the service.

APPLICATION ONLY TO TEACHERS ON TEMPORARY TERMS OF SERVICE ONLY.

*12. In the event of your marriage interfering in any way with the performance of your duties the right is
reserved to terminate your appointment without notice.

*13. Quarters will/ will not be provided.

Place of Engagement

.....

Date

Signed

For *Permanent Secretary, Ministry of*

Education

*Delete if not applicable.

PART II

Marital Status: Married/ Single/Married Woman

.....

National Registration No. and Date of Birth

Qualification

.....

Certificate Nos.

College at which trained

Please insert in the box below any payments made locally.

Date of Payment	Amount	
	K	N
Total		

Certified correct

Designation (must be a duly Authorised appointing officer)

PART III

I have received the original of this letter and a copy of the Zambia Teaching Service Regulations and agreed to accept the terms thereof and to do my utmost to uphold the highest standards of the teaching profession.

Date Signature of Employee

NB - Teachers are reminded to complete TS form 26 in respect of any Government or local Government accommodation allocation to them.

If salary payments are required through a bank or building society, mandate to this effect to be complete and attached to this letter.

Distribution-

ORINGINAL; To employee
DUPLICATE: To be retained by employer
TRIPLICATE: Provincial record
QUADRUPLICATE: HEADQUATERS