

TEACHERS SERVICE COMMISSION

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TSC HOUSE
KILIMANJARO ROAD
UPPER HILL
PRIVATE BAG
NAIROBI, KENYA

Date: 1st September, 2020.

CIRCULAR NO: 10/2020

TSC Regional Directors
TSC County Directors
TSC Sub-County Directors
The Secretary, Board of Management

GUIDELINES FOR RECRUITMENT OF TEACHERS POST PRIMARY INSTITUTIONS –2020/2021

1.0 GENERAL INFORMATION

- (a) Following the advertisement for recruitment of teachers, Boards of Management are required to conduct the selection exercise for the advertised vacancy(ies) in their institutions.
- (b) The Selection Panel will be expected to exercise the highest degree of transparency and accountability, as stipulated in the **Public Officers Ethics Act**, and **TSC Code of Conduct and Ethics 2015**. The Head of Institution is required to induct the panel members on the relevant sections of the Act and **CORT 2015** before the commencement of the selection exercise.
- (c) The TSC County Director **MUST** ensure that the recruitment process is done in strict adherence to the laid down protocols by the Ministry of Health on containment of COVID- 19 pandemic.
- (d) All applicants must be registered teachers as per Section 23(1) of the Teachers Service Commission **Act, 2012**. Applicants who are not registered do not qualify to be recruited.
- (e) Applicants who apply for confirmation of results from KNEC should give the address of the County Director where they have submitted their applications.

- (f) Applicants whose names differ in the certificates and/or identity cards are required to present sworn affidavit on the difference in names.
- (g) Applicants who re-sat either KCPE or KCSE examinations (or their equivalents) **MUST** present certified copies of the certificate(s) of the national examination(s) in question for all attempts.
- (h) Applicants will be required to submit their applications to the Secretary Teachers Service Commission through online platform www.teacheronline.tsc.go.ke for the institution where a vacancy has been declared.
- (i) System generated **Merit List** will be sent to the County Director. Upon receipt of the Merit List, the County Director shall share with the Sub-County Directors and Heads of Institutions. Heads of Institutions shall use the Merit List to organize for the interviews in consultation with their respective Sub-County Directors.
- (j) Upon invitation for interview, applicants will be expected to appear with originals and clear copies of the following documents: -
- i) National identification card
 - ii) National Council of Persons with Disability (NCPWD) Card (where applicable);
 - iii) KCPE certificate or its equivalent (include certificates for attempts if one repeated exams);
 - iv) KCSE certificates or its equivalent (include certificates for attempts if one repeated exams);
 - v) Diploma/Degree certificate and official transcripts;
 - vi) Certificate of Registration as a teacher;
 - vii) Evidence of service as a teacher intern (where applicable);
 - viii) Sworn Affidavit where names appearing on the submitted documents differ;
 - ix) Primary and Secondary School leaving certificates and other relevant testimonials.
- (k) The date, venue and time of the interview should be displayed on notice boards at the County, Sub-Counties, Zonal and Institutional offices.
- (l) Heads of Institutions should communicate to all shortlisted applicants through SMS (Short Message Service) at least seven (7) days before the actual date of interview. This provision **MUST** be strictly observed to ensure

that all applicants are notified of the date of the interview, venue and time.

- (m) All applicants, irrespective of gender, disability, ethnicity or Home County should be given equal opportunity. However, in case of a tie, consideration will be given on the following aspects in their order of priority:
- i) Applicant (s) with **disability(ies)**;
 - ii) Service as a teacher intern;
 - iii) Preference to applicants who had not been previously employed by the Commission;
 - iv) Preference to applicants who graduated earlier;
 - v) Quality of certificates presented i.e. higher aggregate KCSE grade should first be considered. If the applicants tie at the aggregate grade, the subject grades should be used;
- (n) The names of interviewed applicants ranked in order of performance during the selection process for each vacancy (**Appendix iii**) will then be submitted to the Commission by the County Director together with Application for Employment forms.
- (o) Applicants who were previously employed by the Commission **MUST** declare their past employment history and reason(s) for break in service (with evidence in break in service). Applicants who were previously employed by the Commission and **FAIL** to declare their past employment shall be disqualified. However, preference will be given to applicants who have never been employed by the Commission.
- (p) TSC County Directors **MUST** ensure that Heads of Institutions confirm online registration status of the applicants to avoid engaging unregistered/deregistered teachers in the selection process.

2.0. AUTHENTICITY OF ACADEMIC, PROFESSIONAL AND OTHER RELEVANT DOCUMENTS

- (a) Applicants must present original and legible photocopies of the following documents: -
- i. **National identification cards;**
 - ii. **National Council of Persons with Disability (NCPWD) Card (where applicable);**
 - iii. **Certificate of Registration as a teacher**
 - iv. **KCPE (or its equivalent) Certificates (include certificates for attempts if one repeated exams);**

- v. KCSE (or its equivalent) Certificates (include certificates for attempts if one repeated exams);
- vi. Diploma/Degree Certificates and official transcripts;
- vii. Primary and Secondary Schools leaving certificates;
- viii. Evidence of service as a teacher intern (where applicable);
- ix. Sworn Affidavit where names in the submitted documents differ.

NB: *Provisional transcript(s) shall not be accepted.*

(b) The selection panel shall vet each applicant to verify that: -

- (i) He/she meets the requirements of the TSC advertisement;
- (ii) All submitted original academic and professional certificates, as well as official transcripts are authentic.
- (iii) The proof of application for confirmation of results from KNEC has been availed where the certificates are missing.

NB: *The onus is on the concerned applicant to follow up with KNEC for the confirmation of results within fourteen (14) days after the interview date.*

- (iv) Where results have been confirmed, the **original statement** of confirmation of results **MUST** be submitted together with Application for Employment Form.

(c) The Secretary, Board of Management shall certify photocopies of the **original** certificates and confirm to the Sub-County Director that they are true copies of the candidate's **original** certificates.

(d) Once the interview process is completed, the results must be communicated to all applicants on the same day. Successful applicant(s) shall be issued with the TSC Application for Employment Form (s).

(e) It is the responsibility of the TSC County Director/Representative to ensure that the: -

- (i) Exercise is fair and transparent;
- (ii) Successful applicant(s) on the Merit List fill the Application for Employment Form (s).

(f) The Secretary, Board of Management should ensure the Application for Employment Form (s) is correctly filled by the applicant(s) without erasing or defacing.

- (g) The completed Application for Employment Form(s) together with other relevant documents should be submitted to the TSC County Director's office by the TSC Sub-County Director. The TSC County Director, upon **verification** and ensuring that all the requirements are met by the successful candidates, will submit the recruitment documents to the TSC Headquarters within the stipulated timelines.
- (h) Any applicant(s) who present forged/fake academic, professional and other documents commit(s) an offence; shall be disqualified and considered for deregistration subject to a disciplinary process.

3.0 SELECTION PANEL

(a) Chairperson, Board of Management	-	Chairperson
(b) Head of the Institution	-	Secretary
(c) Subject Specialist	-	Member
(d) TSC County Director/ Representative	-	Member
TOTAL		<u>4</u>

3.1 SELECTION PANEL FOR SCHOOLS WITHOUT BOMs

(a) TSC County Director/ Representative	-	Chairperson
(b) Head of the Institution	-	Secretary
(c) Subject Specialist	-	Member
(d) PA Chairperson	-	Member
TOTAL		<u>4</u>

***N/B:** The TSC County Director shall ensure that the Selection Panel is well sensitized to conduct the interview within the COVID-19 containment measures as set by the Ministry of Health.*

4.0 SELECTION CRITERIA

- (a) The Secretary, Board of Management shall present a system generated list received from the County Director of **all applicants** to the selection panel.
- (b) The selection panel shall conduct interviews for those who meet the criteria. The County Director should note any inconsistency (ies), make decision(s) based on the guidelines and advise the applicants /panel and the Commission accordingly.
- (c) Applicants shall present themselves in person to the selection panel. The panel shall score each applicant based on the selection score guide (**Appendices 1 (a) or 1 (b)**)

NB. *An applicant whose special need is related to hearing and/or speech shall be allowed to be accompanied by a sign language interpreter.*

5.0 QUALIFICATIONS

1. Graduate Teachers

Applicants must have a minimum mean grade of C+ (plus) at KCSE and C+ (plus) in each of the two teaching subjects or two (2) Principles and one (1) Subsidiary pass at 'A' Level. In addition, they must have:

(a) A Bachelor of Education Degree with two (2) teaching subjects.

(b) A Bachelor of Science or Arts Degree plus a Post Graduate Diploma in Education (PGDE) with two teaching subjects.

(c) Bachelor of Science with Education/Bachelor of Arts with Education with two teaching subjects.

NB:

- i) Bachelor of Education holders with Mean Grade of C (Plain) and C (Plain) in the two teaching subjects at KCSE and have undertaken a Diploma in Education or gone through the A-Level system in the relevant area(s) are eligible.
- ii) Bridging/Pre-university certificates for those who completed the course before **December 31st 2015** may be considered.

2. Diploma Teachers

Applicants must have a minimum Mean Grade of C+ (Plus) at KCSE or its equivalent with at least C+ (Plus) (or Credit pass) in the two teaching subjects or one (1) Principle and two (2) Subsidiaries at 'A'-Level. In addition, they must have: a Diploma in Education from a recognized Teacher Training Institution.

NB: a) Diploma Teachers who graduated in 2008 or before with a Mean Grade of C (Plain) and C (Plain) in the two teaching subjects are eligible;

b) Hearing and Visually impaired teachers who enrolled for training with Mean Grade of C (Plain) and C (Plain) in the two teaching subjects are eligible.

3. Technical Teachers

Applicants must have a minimum Mean Grade of C+ (Plus) at KCSE or its equivalent with at least C+ (Plus) (or Credit Pass) in the two teaching subjects or one (1) Principle and two (2) Subsidiaries at 'A'-Level. In addition, they must have:

- (a) Bachelor of Education Technology (Bed TECH); **OR**
- (b) (i) Bachelor of Science (BSc) in any relevant technical Subject (s) /Course; or
- (ii) Higher Diploma in a technical course; or
- (iii) A Diploma in a technical course.

Further, applicants under category (b) above **MUST** possess a Diploma in Technical Teacher Education from Kenya Technical Teachers College (K TTC) or a Post Graduate Diploma in Education (PGDE) from a recognized University.

NB:

- 1) Applicants whose training is in subjects that are currently not in the Curriculum do not qualify, irrespective of their having undertaken a Post Graduate Diploma in Education (PGDE) and/or enhancement. This category includes but not limited to Bachelor of Science /Bachelor of Arts in:
 - Natural Resources
 - Meteorology
 - Forestry
 - Animal Husbandry
 - Horticulture
 - Farm Machinery
 - Fisheries
 - Anthropology
 - sociology
 - Theology/Divinity
 - Journalism etc.
- 2) Applicants with Economics/Commerce/Accounting can apply for Business Studies and those with Social Education and Ethics (SEE) for CRE/IRE vacancies.

- 3) Diploma Teachers with English/other subjects qualify for employment as English/Literature teachers
- 4) All applicants must have studied the two teaching subjects at KCSE except for Agriculture, Business Studies, Home Science, and Computer. For those who did not study Business Studies and Computer, one should have attained a minimum of C+ (Plus) in Mathematics in KCSE. For those who did not study Agriculture and Home Science, one should have attained a minimum of C+ in Biology at KCSE.
- 5) Graduate Teachers should have studied a minimum of eight (8) course units in each teaching subject.
- 6) Applicants presenting enhancement certificate(s)/official transcripts in teaching subject(s) from recognized institution(s) qualify for employment if they scored at least a C+ (Plus) in the enhanced subject at KCSE.
- 7) Applicants previously employed under contract and whose services were terminated due to inadequate units in teaching subjects and have since obtained enhancement certificates with adequate units are eligible to apply.
- 8) Applicants applying for computer studies **MUST** have taken teaching methods course in the subject.
- 9) For applicants trained in Special Needs Education, Kenya Sign Language (KSL) or Braille are considered as teaching subjects e.g. Biology/KSL and Geography/Braille.

6.0 VALIDATION OF DOCUMENTS BY THE TSC COUNTY DIRECTOR

The TSC County Directors should: -

- i. Ensure that the Application for Employment Forms have all the attachments required;
- ii. Vet the recruitment documents to verify that the applicant(s) recruited qualify for employment as per the provisions of the recruitment guidelines;
- iii. Ensure that all documents are duly signed as required; including the score sheets, Minutes of the Selection Panels and Section C of the Application for Employment form confirming that the candidate qualifies/merits to be employed;
- iv. Compile complaints received and submit appropriate action taken or recommendations to the Commission.

7.0 DOCUMENTS TO BE SUBMITTED TO THE TSC HEADQUARTERS

The TSC County Director is required to hand over the following documents to the TSC Headquarters:

- (a) Duly filled Application for Employment Form(s) together with a copy of the acknowledgement of receipt of application for employment, certified copies of Certificate of Registration as a teacher, academic certificates, professional certificates and all official transcripts, identity card, NCPWD Card (where applicable), Affidavits (where applicable), evidence of service as an intern (where applicable) and two passport size photographs in respect of successful candidate(s);
- (b) A list of all interviewed applicants in order of merit for the advertised vacancies in **(Appendix III a)**,
- (c) A copy of the system generate list of all applicants clearly showing those who failed to attend the interview **(Appendix III b)**;
- (d) List of applicants with special needs **(Appendix VI)**.
- (e) Duly signed Minutes of the Board of Management Meeting;
- (f) A commitment letter duly signed by the applicant binding him/her to teach in the station for a minimum period of five **(5)** years, and three **(3)** years in the case of North Eastern Region;
- (g) Completed selection score guide duly signed;
- (h) Copy of teacher registration certificate;
- (i) Certified copy of a bank plate;
- (j) Duly completed pay point particulars form;
- (k) Copy of KRA PIN certificate;
- (l) Copy of NHIF Card;

8.0 COMPLAINTS

- a) Any applicant who is dissatisfied with the process should submit to the TSC County Director a written complaint immediately and send an email to the

TSC Headquarters through, dirtm@tsc.go.ke not later than **seven (7)** days after the selection process;

- b) The TSC County Director should within **seven (7)** days analyze and address all complaints raised after the selection process has been completed and thereafter inform the Headquarters on the action taken;
- c) Where the complaint is levelled against the TSC County Director, the TSC Headquarters shall investigate the allegations and take appropriate action.

9.0 IMPORTANT NOTES

- (a) Under no circumstances should the Application for Employment Form(s) be defaced or photocopied for use.
- (b) Clarification and advice on issues of qualifications arising from these guidelines, should be sought from the TSC County Directors.
- (c) **Notwithstanding the decentralization of the function of teacher's recruitment pursuant to Section 20 of the TSC Act, the Commission is not precluded in carrying out recruitment directly from the TSC Headquarters.**

Attached find the following Appendices for use during the selection exercise

- Appendix I:
 - a) Selection Score Guide for Secondary School Teachers
 - b) Selection Score Guide for Secondary Schools teachers living with disabilities
 - c) Grading System
- Appendix II: Board of Management & TSC Checklists
- Appendix III a: List of interviewed applicants.
- Appendix III b: List of all applicants clearly showing those who never turned up for interview
- Appendix IV: Declaration Form I
- Appendix V: Declaration Form II
- Appendix VI: List of applicants with special needs


DR. NANCY NJERI MACHARIA, CBS
SECRETARY/CHIEF EXECUTIVE

Copy to:

1. The Cabinet Secretary
Ministry of Education
P.O. BOX 30040 - 00100
NAIROBI

2. The Principal Secretary
State Department of Basic Education and Early learning
Ministry of Education
P.O. BOX 30040 - 00100
NAIROBI

3. The Principal Secretary
State Department of Vocational & Technical Training
Ministry of Education and Early Learning
P.O .BOX 30040 - 00100
NAIROBI

4. The Principal Secretary
National Treasury
P.O. BOX 30007 - 00100
NAIROBI

5. The Principal Secretary
Interior and National Coordination
Office of the President
P.O. BOX 30510 - 00100
NAIROBI

6. Clerk to the National Assembly
Parliament Building
P.O. Box 41842 – 00100
NAIROBI

7. Clerk to the Senate
Clerk's Chambers
P.O. Box 41842 – 00100
NAIROBI

8. The Secretary General
Kenya National Union of Teachers
P.O. BOX 30407 - 00100
NAIROBI

9. The Secretary General
Kenya Union of Post Primary Education Teachers
P.O. BOX 30412 – 00100
NAIROBI

APPENDIX 1 (a)
SELECTION SCORE GUIDE FOR TEACHERS - SECONDARY SCHOOLS AND TEACHERS
TRAINING COLLEGES

Applicants should be awarded marks during the selection in accordance with the areas specified below. The schedule below should be used for this purpose.

APPLICANT'S NAME _____ **QUALIFICATION** _____

TSC No. _____

	SCORING AREAS	MAXIMUM SCORE	ACTUAL SCORE	AVERAGE SCORE BY THE PANEL
A	<p>Academic and Professional qualifications</p> <p>Degree (BED) (i) First Class----- 35 (ii) Second Class Upper----- 30 (iii) Second Class Lower----- 25 (iv) Pass----- 20</p> <p>OR</p> <p>Degree BA + PGDE or BSC + PGDE (i) First Class----- 35 (ii) Second Class Upper----- 30 (iii) Second Class Lower----- 25 (iv) Pass----- 20</p> <p>OR</p> <p>Diploma + Dip. Tech. Education (i) Distinction----- 25 (ii) Credit----- 20 (iii) Pass----- 15</p> <p>OR</p> <p>Diploma in Education (i) Distinction----- 25 (ii) Credit----- 20 (iii) Pass----- 15</p> <p>MAXIMUM SCORE 35</p>			
B	<p>Evidence of internship service</p> <p>MAXIMUM SCORE 10</p>	10		
C (I)	<p>Length of stay since qualifying as a teacher for those who have never been employed by the Commission</p> <p>i. 2012 and before ----- 50 ii. 2013 ----- 45 iii. 2014 ----- 40 iv. 2015 ----- 35 v. 2016 ----- 30 vi. 2017 ----- 25 vii. 2018 ----- 20 viii. 2019 ----- 15</p>			

	ix. 2020 and after -----	10		
	MAXIMUM SCORE	50		
C (II)	Length of stay since exiting from service for those previously employed by the Commission			
	i. 2020 and after -----	50		
	ii. 2019 – 2018 -----	45		
	iii. 2017 – 2016 -----	40		
	iv. 2015 – 2014 -----	30		
	v. 2013 - 2012 -----	25		
	vi. 2011 – 2010 -----	20		
	vii. 2009 -2008 -----	15		
	viii. 2007 and before -----	10		
	MAXIMUM SCORE	50		

NB: For purposes of scoring **part C**, year of completion of professional training (BED or PGDE) whose certificate is used to score **part A** of this score sheet determines the length of stay **but not year of enhancement**.

(D) (i) Communication ability			
a) Communication skills	1		
b) Presentation	1		
(ii) Evidence of			
a) Participation in Co-curricular activities while teaching	1		
b) Students' academic performance (Exam records for the last three years).....	1		
c) Special talents (Leadership awards and acknowledgement)	1		
NB: No candidate should score zero in this section			
MAXIMUM SCORE	5		
GRAND TOTAL	100		

We certify that the information entered above is correct to the best of our knowledge.

Sign _____
(Principal/Secretary BOM)

Sign _____
(Chairperson BOM)

Name _____

Name _____

Date _____

Date _____

APPENDIX 1 (b)
SELECTION SCORE GUIDE FOR TEACHERS LIVING WITH DISABILITIES – SECONDARY SCHOOLS AND TEACHERS TRAINING COLLEGES

	SCORING AREAS	MAXIMUM SCORE	ACTUAL SCORE	AVERAGE SCORE BY THE PANEL
A	Academic and Professional qualifications			
	Degree (BED) (i) First Class-----	35		
	(ii) Second Class Upper-----	30		
	(iii) Second Class Lower-----	25		
	(iv) Pass-----	20		
	OR			
	Degree BA + PGDE or BSC + PGDE			
	(i) First Class-----	35		
	(ii) Second Class Upper-----	30		
	(iii) Second Class Lower-----	25		
(iv) Pass-----	20			
OR				
Diploma + Dip. Tech. Education				
(i) Distinction-----	25			
(ii) Credit-----	20			
(iii) Pass-----	15			
OR				
Diploma in Education				
(i) Distinction-----	25			
(ii) Credit-----	20			
(iii) Pass-----	15			
	MAXIMUM SCORE	35		
B	Evidence of Internship service	10		
	MAXIMUM SCORE	10		
C	Length of stay since graduation			
	i. 2014 and before -----	50		
	ii. 2015 -----	45		
	iii. 2016 -----	40		
	iv. 2017 -----	35		
	v. 2018 -----	30		
	vi. 2019 and after -----	25		
	MAXIMUM SCORE	50		

NB: For purposes of scoring **part C**, year of completion of professional training (BED or PGDE) whose certificate is used to score **part A** of this score sheet determines the length of stay **but not year of enhancement**.

<p>D (i) Communication ability a) Communication Skills 1 b) Presentation 1</p> <p>(ii) Evidence of a) Participation in Co-curricular activities teaching) 1 b) Students' academic performance (Exam records for the last three years) 1 c) Special talents (Leadership awards and acknowledgement) 1</p> <p>NB: No candidate should score zero in this section.</p> <p>MAXIMUM SCORE 5</p>			
<p>GRAND TOTAL</p>	<p>100</p>		

We confirm that the information entered above is correct to the best of our knowledge.

Sign _____
(Principal/Secretary BOM)

Sign _____
(Chairperson BOM)

Name _____

Name _____

Date _____

Date _____

APPENDIX I (c)
GRADE POINT AVERAGE (GPA) GRADING SYSTEM

S/NO.	GPA	CLASS	MARKS
1	3.7 – 4.00	First Class	81 – 100
2	3.0 – 3.6	Upper Second	71 – 80
3	2.3 – 2.9	Lower Second	61 – 70
4	1.7 – 2.2	Pass	51 – 60
5	0 – 1.6	Fail	50 and below

APPENDIX II CHECK LISTS

BOARD OF MANAGEMENT CHECK LIST

The successful applicant will be required to submit the following to the Secretary, Board of Management: -

1. Duly signed application for employment letter;
2. Duly signed commitment letter to serve in the school for a minimum period of **five (5) years** and **three (3) years** in the case of North Eastern region;
3. Original and copies of the following: -
 - i. National Identity card (both sides);
 - ii. NCPWD card (where applicable);
 - iii. 2 passport size photographs;
 - iv. Certificates and testimonials; KCPE, KCSE, 'A' Level, Diploma, Degree etc;
 - v. Official Academic transcripts;
 - vi. Certificate of Registration as a teacher
 - vii. KRA PIN certificate;
 - viii. Bank Plate;
 - ix. Duly filled pay point particulars' form;
 - x. NHIF Card;
 - xi. Primary and secondary school leaving certificates and other testimonials;
 - xii. Evidence of service as a teacher intern (where applicable)
 - xiii. Acknowledgement of receipt of application for employment;
 - xiv. Evidence of separation from the Commission for those previously employed by TSC.

NB: The Principal/Secretary Board of Management is expected to verify and certify all the above documents before issuing the Application for Employment Form (APPT 1) to the successful applicant.

TSC CHECK LIST

The Secretary, Board of Management is required to submit the following to the TSC Sub – County Director:

1. Duly filled and signed Application for Employment Form (APPT 1);
2. Minutes of the selection panel duly signed;
3. Completed selection score guide duly signed;
4. Duly signed commitment letter to serve in the school for a minimum period of **five (5) years** and **three (3) years** in the case of North Eastern region;
5. Certified copies of the following: -
 - i. National Identity card (both sides)
 - ii. NCPWD card (where applicable);
 - iii. 2 passport size photographs;

- iv. Certificates; KCPE, KCSE, 'A' Level, Diploma, Degree etc;
- v. Official Academic transcripts;
- vi. Certificate of Registration as a teacher
- vii. KRA PIN certificate;
- viii. Bank plate;
- ix. Duly filled pay point particulars form;
- x. NHIF card;
- xi. Primary and secondary school leaving certificates and other testimonials;
- xii. Evidence of service as a teacher intern (where applicable);
- xiii. Acknowledgement note for employment application documents;
- xiv. Evidence of separation from the Commission for those previously employed by TSC.

TSC/S/PP/RG/001
APPENDIX III a
LIST OF INTERVIEWED CANDIDATES

INSTITUTION **PRINCIPAL'S MOBILE NO.**..... **COUNTY** **ADVERTISED SUBJECTS**

S/ NO	NAME, ID NO., AND MOBILE NUMBER	TSC/NO	F/ M	SECTION (a)	SCORING AREAS			APPLICANT'S SIGNATURE	REMA RKS
					SECTION (b)	SECTION (c)	TOTAL		

We confirm that the information entered above is accurate and that we shall be held responsible for any inaccuracies.

Sign
Principal/Secretary BOM

Sign.....
Chairperson BOM

NameTSC No.Date

Name Date

APPENDIX III b

LIST OF ALL APPLICANTS

INSTITUTION PRINCIPAL'S MOBILE NO..... COUNTY ADVERTISED SUBJECTS

S/ NO	NAME, ID NO., AND MOBILE NUMBER	TSC/NO	F/ M	SCORING AREAS					APPLICANT'S SIGNATURE	REMA RKS
				SECTION (a)	SECTION (b)	SECTION (c)	TOTAL	RANKING		

We confirm that the information entered above is accurate and that we shall be held responsible for any inaccuracies.

Sign

Principal/Secretary BOM

Sign.....

Chairperson BOM

NameTSC No. Date

Name Date

APPENDIX IV

DECLARATION FORM I

SUBMISSION OF RECRUITMENT DOCUMENTS TO TSC SUB – COUNTY DIRECTOR

I confirm that the **Principal** of..... in.....
Sub-county submitted all the required documents as contained in the TSC
checklist in **Appendix II**.

Sign
TSC Sub –County Director

Sign
Principal/Secretary BOM

Name

Name

Date

Date

APPENDIX V

DECLARATION FORM II

SUBMISSION OF RECRUITMENT DOCUMENTS TO TSC HEADQUARTERS

I confirm that the **TSC County Director** of County has submitted all the required recruitment documents as per the TSC checklist (**Appendix II**) to the TSC Headquarters.

Name
TSC COUNTY DIRECTOR

Name
STAFFING OFFICER (TSC HQS)

Designation

Designation.....

Date.....

Date

Sign

Sign

APPENDIX VI

LIST OF APPLICANTS WITH SPECIAL NEEDS

COUNTY

S/ NO	NAME	TSC/NO.	NCPWD NO.	F/M	INSTITUTION	SUBJECTS COMBINATION	MARKS SCORED	REMARKS

I confirm the information entered above is correct to the best of my knowledge.

Name:
TSC COUNTY DIRECTOR

Sign.....

Date:

APPENDIX VII

ACKNOWLEDGEMENT NOTE FOR RECEIPT OF APPLICATION DOCUMENTS

I Principal Secondary School, do hereby acknowledge receipt of application for employment documents from **TSC No.** on

PRINCIPAL

..... **SECONDARY SCHOOL**

(School Stamp)