

## TEACHERS SERVICE COMMISSION

Telephone: 020 2892000  
 E-mail: [info@tsc.go.ke](mailto:info@tsc.go.ke)  
 Website: <http://www.tsc.go.ke>



TSC HOUSE  
 KILIMANJARO ROAD  
 UPPER HILL  
 PRIVATE BAG  
 NAIROBI, KENYA

When replying please quote

Ref.Nº:TSC/ADM/192A/VOL.IX/94

Date:2/12/2020

### TSC CIRCULAR NO:16/2020

**TO: TSC REGIONAL DIRECTORS  
 TSC COUNTY DIRECTORS  
 TSC SUB-COUNTY DIRECTORS  
 THE SECRETARY, BOARD OF MANAGEMENT**

## GUIDELINES FOR RECRUITMENT OF TEACHER INTERNS FOR SECONDARY SCHOOLS – 2020/2021

### 1.0 GENERAL INFORMATION

- 1.1 Following the advertisement for recruitment of teacher interns, Boards of Management of schools are required to conduct the selection exercise for the advertised vacancies in their respective institutions.
- 1.2 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 for Teachers. The Head of Institution is required to induct members of the Board of Management/Selection panel on the relevant areas of the TSC Act, the Code of Regulations for Teachers (CORT) and the relevant administrative procedures prior to the commencement of the exercise.
- 1.3 The TSC County Director **MUST** ensure that the recruitment process is done in strict adherence to the protocols by the Ministry of Health on containment of COVID- 19 pandemic.
- 1.4 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.
- 1.5 Applicants who apply for confirmation of results from KNEC should provide the address of the County Director where they made their application.

It will be the responsibility of the applicants to ensure that the results are received within 14 days after the verification of certificates by the County Directors.

- 1.6 Applicants whose names differ in the certificates and/or identity cards are required to provide a duly sworn Affidavit explaining the variation in names or the sequence thereof.
- 1.7 Applicants who re-sat either KCPE or KCSE examinations (or their equivalent) **MUST** present certified copies of the certificate(s) of the national examination(s) in question for all attempts.
- 1.8 Applicants will be required to submit their applications to: The Secretary, Teachers Service Commission through online platform [www.teacheronline.tsc.go.ke](http://www.teacheronline.tsc.go.ke) for the county where a vacancy has been declared.
- 1.9 System generated Merit list will be sent to the County Directors. Upon receipt of the Merit List, the County Directors shall share with their respective 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.
- 1.10 Upon invitation for interview, applicants will be expected to appear with originals and clear copies of the following documents: -
  - 1.10.1 National Identification card;
  - 1.10.2 National Council of Persons with Disability (NCPWD) Card (where applicable);
  - 1.10.3 KCPE certificate or its equivalent (include certificates for attempts if one repeated exams);
  - 1.10.4 KCSE certificates or its equivalent (include certificates for attempts if one repeated exams);
  - 1.10.5 Diploma/Degree certificate and official transcripts;
  - 1.10.6 Certificate of Registration as a teacher;
  - 1.10.7 Sworn Affidavit where names appearing on the submitted documents differ;
  - 1.10.8 Primary and Secondary School leaving certificates and other relevant testimonials.
- 1.11 The date, venue and time of the interview should be displayed on Notice Boards at the County, Sub-Counties, Zonal and Institutional offices.
- 1.12 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.

- 1.13 All applicants, regardless of gender, disability, ethnicity or Home County should be given equal opportunity. However, in case of a tie in the scores by the applicants, consideration will be given on the following in their order of priority:
  - 1.13.1 Applicant (s) disability status, if any;
  - 1.13.2 The Applicant's performance/ grade in teaching practice;
  - 1.13.3 Preference will be given to applicant/s who graduated earlier in time;
  - 1.13.4 Academic and professional performance demonstrated through certificates i.e. higher aggregate KCSE grade will be given foremost consideration.
- 1.14 The names of interviewed applicants ranked in order of performance during the selection process for each vacancy (Appendix iii) will be submitted to the Commission by the County Director together with relevant recruitment documents.
- 1.15 Applicants who were previously employed by the Commission **DO NOT** qualify for the internship programme.
- 1.16 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 VERIFICATION AND AUTHENTICATION OF ACADEMIC, PROFESSIONAL AND RELATED DOCUMENTS.**

- 2.1 Applicants must present original and legible photocopies of the following documents:
  - 2.1.1 National Identification cards;
  - 2.1.2 National Council of Persons with Disability (NCPWD) Card (where applicable);
  - 2.1.3 Certificate of Registration as a teacher;
  - 2.1.4 KCPE (or its equivalent) Certificates (include certificates for attempts if one repeated exams);
  - 2.1.5 KCSE (or its equivalent) Certificates (include certificates for attempts if one repeated exams);
  - 2.1.6 Diploma/Degree Certificates and official transcripts;
  - 2.1.7 Primary and Secondary Schools leaving certificates;
  - 2.1.8 Sworn Affidavit commissioned by a Magistrate where names in the submitted documents differ;
  - 2.1.9 A copy of Personal Insurance Certificate;
  - 2.1.10 Certificate of good conduct/ waiting slip for certificate of good conduct.

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

- 2.2 The selection panel shall vet each applicant to verify that: -
- 2.2.1 He/she meets the requirements of the TSC advertisement;
  - 2.2.2 Submitted original academic and professional certificates, as well as official transcripts are authentic.
  - 2.2.3 The proof of application for confirmation of results from KNEC has been availed where the certificates are missing. It will be the responsibility of the applicants to ensure that the results are received within 14 days after the verification of certificates.
  - 2.2.4 Where results have been confirmed, the original statement of confirmation of results MUST be submitted together with recruitment documents.
- 2.3 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.
- 2.4 Once the interview process is completed, the results will be communicated to the applicants on the same day. Successful applicant(s) will be issued with the TSC Internship Agreement for execution.
- 2.5 It is the responsibility of the TSC County Director to ensure that the:
- 2.5.1 Recruitment exercise is fair and transparent;
  - 2.5.2 Successful applicant(s) on the Merit list sign the Internship Agreement and are issued with Offer of Internship Letter.
- 2.6 The Secretary, Board of Management will ensure that successful applicant signs Internship Agreement and is issued with the "Offer of Internship letter" by the TSC County Director so as to report on the stipulated date. Entry Report (Casualty) MUST be submitted to the TSC Headquarters immediately the teacher intern reports for internship.
- 2.7 The Internship Agreement 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 shall issue the candidates with Offer of Internship Letters. A copy of Offer of Internship letter together with other relevant documents shall be submitted to the TSC Headquarters within the stipulated timelines.

- 2.8 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 FOR SECONDARY SCHOOLS

- 3.1 The selection Panel for Secondary Schools with functional BOMs shall comprise of:

3.1.1 Chairperson, Board of Management	-	Chairperson
3.1.2 Head of the Institution	-	Secretary
3.1.3 Subject Specialist	-	Member
3.1.4 TSC County Director/ Representative	-	Member
TOTAL		<u>4</u>

- 3.2 The selection Panel for Secondary Schools with functional BOMs shall comprise of:

3.1.5 TSC County Director/ Representative	-	Chairperson
3.1.6 Head of the Institution	-	Secretary
3.1.7 Subject Specialist	-	Member
3.1.8 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

- 4.1 The Secretary, Board of Management shall present a system generated list received from the County Director of all applicants to the selection panel.
- 4.2 The selection panel shall conduct interviews for those who meet the set 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.
- 4.3 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)).
- 4.4 An applicant with Special Needs, especially challenges relating to speech and/or hearing shall be allowed the company and support of a sign language interpreter or an appropriate Assistant.

## 5.0 QUALIFICATIONS

### 5.1 Eligibility for Graduate Teacher Interns

- 5.1.1 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:
  - 5.1.2 A Bachelor of Education Degree with two (2) teaching subjects.
  - 5.1.3 A Bachelor of Science or Arts Degree plus a Post Graduate Diploma in Education (PGDE) with two teaching subjects.
  - 5.1.4 Bachelor of Science with Education/Bachelor of Arts with Education with two teaching subjects.
  - 5.1.5 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.
  - 5.1.6 Bridging/Pre-university certificates for those who completed the course before December 31<sup>st</sup> 2015 may be considered.

### 5.2 Eligibility for Diploma Teacher Interns

- 5.2.1 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.
- 5.2.2 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;
- 5.2.3 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.

### 5.3 Eligibility for Technical Teacher Interns

- 5.3.1 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:
  - 5.3.2 Bachelor of Education Technology (Bed TECH); OR

- 5.3.3 Bachelor of Science (BSc) in any relevant technical subject (s) /Course; or
- 5.3.4 A higher Diploma in a technical course; or
- 5.3.5 A Diploma in a technical course.
- 5.3.6 Further, applicants under category (5.3.3) above **MUST** possess a Diploma in Technical Teacher Education from Kenya Technical Teachers College (KTTC) or a Post Graduate Diploma in Education (PGDE) from a recognized University.
- 5.3.7 Applicants with Economics/Commerce/Accounting can apply for Business Studies and those with Social Education and Ethics (SEE) for CRE/IRE vacancies.
- 5.3.8 Diploma Teacher Interns with English/other subjects qualify for engagement as English/Literature teacher interns.
- 5.3.9 All applicants must have studied at least two (2) 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.
- 5.3.10 Graduate Teacher Interns should have studied a minimum of eight (8) course units in each teaching subject.
- 5.3.11 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.
- 5.3.12 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.
- 5.3.13 Applicants applying for computer studies **MUST** have taken teaching methods course in the subject.
- 5.3.14 For applicants trained in Special Needs Education, Kenya Sign Language (KSL) or Braille will be considered as "teaching subjects". Such will, for instance include Biology/KSL and Geography/Braille etc.

**5.3.15 Applicants whose training is in subjects that are currently not in the Curriculum do not qualify, irrespective of the Post Graduate Diploma in Education (PGDE) and/or enhanced qualification/s they may possess. 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.**

## **6.0 AUTHENTICATION OF DOCUMENTS BY THE TSC COUNTY DIRECTOR**

**6.1** The TSC County Directors should:

- 6.1.1 Ensure that the recruitment documents consist of all the required attachments;
- 6.1.2 Scrutinize the recruitment documents to confirm that the applicant(s) recruited qualify for internship as per these Recruitment Guidelines;
- 6.1.3 Ensure that all documents are duly signed as required; including the score sheets, Minutes of the Selection Panels confirming that the candidate qualifies/merits to be engaged as an intern;
- 6.1.4 Receive and address the complaints received, liaise with the complainant and submit appropriate action taken and/or recommendations to the Commission Headquarters.

## **7.0 DOCUMENTS TO BE SUBMITTED TO THE TSC HEADQUARTERS**

Upon conclusion of the Recruitment exercise at the County level, the County Director is required to submit the following documents to the TSC Headquarters:

- 7.1 Duly executed Offer of Internship letter and the Internship Agreement, together with a copy of the acknowledgement of receipt of application for internship, 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) and two passport size photographs in respect of successful candidate(s).
- 7.2 The County Director shall also submit the following documents in respect of every successful applicant:
  - 7.2.1 Copy of teacher registration certificate;
  - 7.2.2 Certified copy of a bank plate;
  - 7.2.3 Duly completed pay point particulars form;
  - 7.2.4 Copy of KRA PIN certificate;
  - 7.2.5 Copy of NHIF Card;
  - 7.2.6 Certificate of good conduct/ Waiting slip for the certificate of good conduct;
  - 7.2.7 A copy of Personal Insurance Certificate.



- 7.3 A list of all interviewed applicants in order of merit for the advertised vacancies in (Appendix III a),
- 7.4 A copy of the system generated list of all applicants clearly showing those who failed to attend the interview (Appendix III b);
- 7.5 List of applicants with special needs (Appendix VI).
- 7.6 Duly signed Minutes of the relevant Board of Management Meeting;
- 7.7 Completed selection score guide duly signed;
- 7.8 Any relevant document or material used in the Recruitment exercise.

## **8.0 GRIEVANCE MANAGEMENT**

- 8.1 An applicant dissatisfied with the objectivity or any irregular or illegal matter related to the manner the recruitment is undertaken should immediately submit a written complaint to the TSC County Director and send an email thereof to the TSC Headquarters through: [ddstaffingp@tsc.go.ke](mailto:ddstaffingp@tsc.go.ke) not later than seven (7) days after the selection exercise;
- 8.2 Upon receipt of the complaint, the TSC County Director should, within seven (7) days analyze and address the issue/s raised and thereafter respond to the complainant and submit a Report to the Headquarters elaborating on the matter and indicating the action taken.
- 8.3 Where the complaint is made against the TSC County Director, the TSC Headquarters shall investigate the allegations and take appropriate remedial action.

## **9.0 IMPORTANT NOTES**

- 9.1 Clarification and advice on all matters arising from these guidelines, should be directed to the respective TSC County Directors.
- 9.2 Under no circumstances should an applicant sign Internship Agreement to serve in two or more schools. In addition, an applicant should not be in possession of more than one Offer of Internship letter.
- 9.3 Notwithstanding the decentralization of the teacher interns recruitment process, the Commission may, undertake the recruitment directly from the TSC Headquarters.

## 10.0 APPENDICES

Attached are the Appendices for use during the selection exercise:

- APPENDIX I:** a) Selection Score Guide for Secondary School Teacher Interns  
 b) Selection Score Guide for Secondary Schools Teacher Interns 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 TEACHER INTERNS - SECONDARY SCHOOLS**

Applicants should be awarded marks during the selection in accordance with the areas specified below.

APPLICANT'S NAME \_\_\_\_\_ QUALIFICATION \_\_\_\_\_

TSC No. \_\_\_\_\_

	SCORING AREAS	MAXIMUM SCORE	ACTUAL SCORE	AVERAGE SCORE BY THE PANEL
A	<b>Academic and Professional qualifications</b>			
	Degree (BED) (i) First Class _____			
	(ii) Second Class Upper _____	35		
	(iii) Second Class Lower _____	30		
	(iv) Pass _____	25		
	<b>OR</b>	20		
	Degree BA + PGDE or BSC + PGDE			
	(i) First Class _____			
	(ii) Second Class Upper _____	35		
	(iii) Second Class Lower _____	30		
	(iv) Pass _____	25		
	<b>OR</b>	20		
	Diploma + Dip. Tech. Education			
(i) Distinction _____				
(ii) Credit _____	25			
(iii) Pass _____	20			
<b>OR</b>	15			
Diploma in Education				
(i) Distinction _____				
(ii) Credit _____	25			
(iii) Pass _____	20			
		15		
	<b>MAXIMUM SCORE</b>	<b>35</b>		
B	<b>Length of stay since qualifying as a teacher</b>			
	(i) 2012 and before _____			
	(ii) 2013 _____	60		
	(iii) 2014 _____	55		
	(iv) 2015 _____	50		
	(v) 2016 _____	45		
	(vi) 2017 _____	40		
	(vii) 2018 _____	35		
	(viii) 2019 and after _____	30		
		25		
	<b>MAXIMUM SCORE</b>	<b>60</b>		

**NB:** For purposes of scoring part B, 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.

(C) (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		
<b>NB:</b> No candidate should be scored zero in this section.			
<b>MAXIMUM SCORE</b>	<b>5</b>		
<b>GRAND TOTAL</b>	<b>100</b>		

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 TEACHER INTERNS LIVING WITH DISABILITIES – SECONDARY SCHOOLS**

Applicants should be awarded marks during the selection in accordance with the areas specified below.

APPLICANT'S NAME \_\_\_\_\_ QUALIFICATION \_\_\_\_\_

TSC No. \_\_\_\_\_

	SCORING AREAS	MAXIMUM SCORE	ACTUAL SCORE	AVERAGE SCORE BY THE PANEL
<b>A</b>	<b>Academic and Professional qualifications</b>  Degree (BED) (i) First Class _____ 35 (ii) Second Class Upper _____ 30 (iii) Second Class Lower _____ 25 (iv) Pass _____ 20  <b>OR Degree BA + PGDE or BSC + PGDE</b> (i) First Class _____ 35 (ii) Second Class Upper _____ 30 (iii) Second Class Lower _____ 25 (iv) Pass _____ 20  <b>OR</b> <b>Diploma + Dip. Tech. Education</b> (i) Distinction _____ 25 (ii) Credit _____ 20 (iii) Pass _____ 15  <b>OR</b> <b>Diploma in Education</b> (i) Distinction _____ 25 (ii) Credit _____ 20 (iii) Pass _____ 15  <b>MAXIMUM SCORE</b>	<b>35</b>		
<b>B</b>	<b>Length of stay since graduation</b> (i) 2014 and before _____ 60 (ii) 2015 _____ 55 (iii) 2016 _____ 50 (iv) 2017 _____ 45 (v) 2018 _____ 40 (vi) 2019 and after _____ 35  <b>MAXIMUM SCORE</b>	<b>60</b>		

**NB:** For purposes of scoring Part B, 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><b>C (i) Communication ability</b>            a) Communication Skills _____ 1            b) Presentation _____ 1</p> <p><b>(ii) Evidence of</b>            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><b>NB:</b> No candidate should be scored zero in This section.</p> <p><b>MAXIMUM SCORE</b> 5</p>			
<p><b>GRAND TOTAL</b></p>	<p><b>100</b></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

#### A) BOARD OF MANAGEMENT CHECK LIST

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

- 1) Original and copies of the following: –
  - a) National Identity card (both sides);
  - b) NCPWD card (where applicable);
  - c) 2 passport size photographs;
  - d) Certificates and testimonials; KCPE, KCSE, 'A' Level, Diploma, Degree etc;
  - e) Official Academic transcripts;
  - f) Certificate of Registration as a teacher;
  - g) Certificate of good conduct/ Waiting slip for the certificate of good conduct;
  - h) KRA PIN certificate;
  - i) Bank Plate;
  - j) Duly filled pay point particulars' form;
  - k) NHIF Card;
  - l) Primary and secondary school leaving certificates and other testimonials;
  - m) Acknowledgement of receipt of application for internship;
  - n) A copy of Personal Insurance Certificate.

**NB:** The Principal/Secretary Board of Management is expected to verify and certify all the above documents before issuing Internship Agreement to the successful applicant.

#### B) 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 Internship Agreement;
- 2) Minutes of the selection panel duly signed;
- 3) Completed selection score guide duly signed;
- 4) Certified copies of the following: –
  - a) National Identity card (both sides)
  - b) NCPWD card (where applicable);
  - c) 2 passport size photographs;
  - d) Certificates; KCPE, KCSE, 'A' Level, Diploma, Degree etc;
  - e) Official Academic transcripts;
  - f) Certificate of Registration as a teacher;
  - g) Certificate of good conduct/ Waiting slip for certificate of good conduct.

- h) KRA PIN certificate;
- i) Bank plate;
- j) Duly filled pay point particulars form;
- k) NHIF card;
- l) Primary and secondary school leaving certificates and other testimonials;
- m) Acknowledgement note for Application for internship documents;
- n) A copy of Personal Insurance Certificate.

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

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

S/ NO	NAME, ID NO., AND MOBILE NUMBER	TSC/NO	F/ M	SCORING AREAS					APPLICANT'S SIGNATURE	REMAR KS
				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

Name ..... TSC No. .... Date ..... Name ..... Date .....

APPENDIX III b

LIST OF ALL APPLICANTS

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

S/ NO	NAME, ID NO., AND MOBILE NUMBER	TSC/NO	F/ M	SCORING AREAS					APPLICANT'S SIGNATURE	REMAR KS
				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

Name .....TSC 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: .....

Sign.....

TSC COUNTY DIRECTOR

Date: .....

**APPENDIX VII**

**ACKNOWLEDGEMENT NOTE FOR RECEIPT OF APPLICATION DOCUMENTS**

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

PRINCIPAL

....., SECONDARY SCHOOL

*(School Stamp)*