

SHORTWOOD TEACHERS' COLLEGE
 77 Shortwood Road Kingston 8
 Telephone 924-1095-7



APPLICATION FORM

(Please complete in **BLOCK CAPTIALS**)

Please indicate the area of interest:

- B.Ed B.Ed Completion Programme (3+1) Post-graduate Diploma Diploma in Education
 Part-time (Early Childhood Education ONLY) Full-time

1. PERSONAL INFORMATION

SURNAME	FIRST NAME	MIDDLE NAME	MAIDEN NAME

GENDER: MALE () FEMALE () DATE OF BIRTH: / / AGE: _____
Day Month Year

TRN: _____ MARITAL STATUS: SINGLE () MARRIED () DIVORCED () WIDOWED ()

NATIONALITY: _____ PARISH/PLACE OF BIRTH: _____

EMAIL ADDRESS: _____

HOME ADDRESS: _____

TELEPHONE NUMBERS: (H) _____ (C) _____

POSTAL ADDRESS (If different from above) _____

EMERGENCY CONTACT: NAME: _____

Address _____

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

Relationship: _____

Are you a dependent of a Shortwood Teachers' College staff member? Yes No

State relationship: _____

Do you have any physical challenges? Yes No

Please specify:

(To enable us to make provision
should special arrangements be
required)

2. PROGRAMME OF INTEREST

Tick the programme of your choice: Degree Diploma (Part time ECE)

Specify the programme you intend to pursue at A, B or C below.

Tick the option of your choice:

A. SECONDARY EDUCATION

- | | | | |
|---|-----|---------------------|-----|
| * English Language & Literature | () | Mathematics | () |
| French | () | Religious Education | () |
| Geography | () | Science | () |
| History | () | Social Studies | () |
| * Human Ecology (Formerly Home Economics) | () | Spanish | () |

* These cannot be combined with any other option/s

B. EARLY CHILDHOOD EDUCATION ()

C. POST-GRADUATE DIPLOMA

Area of Interest: First choice _____ Second choice: _____

3. QUALIFICATION – Subjects passed at Grade 1, 2, 3 in CXC/CSEC OR A, B,C in GCE or equivalent

SUBJECT	GRADE LEVELS	CSEC	CAPE	Status Pass/Sitting Pending	Year Exam Passed
Agricultural Science					
Art & Craft					
English A					
English B					
Chemistry					
Clothing & Textiles					
Food & Nutrition					
French					
Geography					
History					
Home Economics Management					
Human & Social Biology					
Biology					
Information Technology					
Integrated Science					
Mathematics					
Physics					
Religious Education					
Social Studies					
Spanish					
Theatre Arts					
Physical Education					
BUSINESS SUBJECTS					
Office Procedures					
Principles of Accounts					
Principles of Business					
Shorthand					
Type writing					
A Level/CAPE (Please indicate subjects)					
Diploma in Teaching					

4. EDUCATIONAL INSTITUTIONS ATTENDED

NAME OF SCHOOL	Street Address	Certification Obtained	From	To

5. WOK EXPERIENCE

Position	Employer	Street Address	Country	From	To

6. TEACHING EXPERIENCE (Pre-trained or Pre-Trained graduate)

Indicate number of years of teaching experience: ____ Grades taught: _____

Subjects taught: _____

7. OCCUPATION SINCE LEAVING SCHOOL

If you have left school and have not been employed, what have you been doing?

8. INTERESTS AND SCHOOL/COMMUNITY ACTIVITIES

Office held: _____

Sports Involvement: _____

Hobbies: _____

Clubs: _____

Responsibilities: _____

Do you play a musical instrument, if so which one? _____

9. FAMILY DATA

a. Are there any dependents, for whom you are responsible while you are in College? _____

If yes, state who _____

b. If yes state age/s? _____

Who will care for him/her while you are in College? _____

10. REFERENCES

1) Name: _____

Address: _____

Telephone number: _____

Relationship _____ Occupation: _____

2) Name: _____

Address: _____

Telephone number: _____

Relationship _____ Occupation: _____

3) Name: _____

Address: _____

Telephone number: _____

Relationship _____ Occupation: _____

11. RELIGIOUS AFFILIATION

- a. To which religious group do you belong? _____
- b. Does your religion/denomination prevent participation in any of the following activities? _____

- | | |
|-----------------------|-------------------------|
| ❖ Christmas Luncheon | ❖ Physical Education |
| ❖ Chapel Service | ❖ Daily College Worship |
| ❖ Saturdays Events | ❖ Graduation Ceremony |
| ❖ Music and Movements | |

If you answer YES to any activity listed above, please explain:

12. ACCOMMODATION

- a. Boarding is reserved for students who have difficulty commuting.
- b. Will you be able to attend this College if residence is not offered?

Yes [] No []

13. COLLEGE CHOICE

- a. Have you applied for entry to a Teachers' College prior to this year? _____
- b. Were you successful on any occasion? _____
- c. If your answer to b) is YES, did you complete the programme? _____
- If NO, why did you leave?

14. FINANCIAL OBLIGATIONS

Will you be able to meet your financial obligations? Yes [] No []

If yes, please state your source of funding:

[] Government [] Loan [] Parents [] Self

[] Other (specify). _____

- (a) I declare that the information given on this application form is accurate and true. I am willing to comply with the rules and regulations which govern the College, and understand that admission or registration in the College may be revoked if I breach the regulations

Applicant's Signature: _____ Date: _____

Where applicable:

(b) This application is made with my consent, and I will provide the necessary financial and other forms of support necessary to assist my child/ward.

Signature of Parent/Guardian: _____ **Date:** _____

FOR OFFICE USE ONLY

Receipt # _____

Original Documents Returned by:

Signature of Student Affairs Officer: _____

Date: _____

Received by: _____

Signature of Applicant: _____

Date: _____

Official Assessment

(A) Meets matriculation requirement Refer for decision, re matriculation

(B) Math Proficiency Test Pass Fail

Assessment Results Grade given

English Proficiency Test Grade given

Subject Area Test Grade given

(C) Interview Results

Recommended for Admission Not recommended for Admission

Interviewer's Signature _____

Comments: _____

Package prepared by / processed by _____
Students' Affairs' Personnel

INFORMATION AND INSTRUCTIONS TO APPLICANTS

1. **Applicants must reach the age of 17 years by December of the academic year of entry.**

2. **Do not hand in original documents with your application form, make photo copies and show the originals for verification.**

3. **All documents must be received by the College before an interview is conducted.**

4. **All completed forms must be accompanied by:**
 - a. Two recent recommendations.
 - b. Proof of payment of application fee.
 - c. Four (4) passport sized photographs certified as being true copies.
 - d. Copies and originals of birth certificate and academic qualification.

5. **Referees must be drawn from the list below:**
 - a. Principal of last school or institution attended
 - b. Medical Doctor
 - c. Last Employer
 - d. Pastor or Minister of the church you currently attend

Please note these must NOT be family members.

Your referee must have known you for at least three (3) years. One must be a professional reference and the other a character reference or testimonial.

All fields must be completed.