



Early Childhood Care and Education Authority

Photo

Serial:

Application form
Registration of Manager
Year:

- 1. Name of School : _____
- 2. Name of Manager : _____
- 3. Title : _____
- 4. Address of Manager : _____
- 5. Phone /fax number : _____
- 6. Date of birth : _____
- 7. Gender : _____
- 8. Nationality : _____
- 9. Work permit(*if applicable*) : _____
- 10. National ID No. : _____
- 11. Address –Home : _____
- 12 Phone (home) : _____
- 13. Email address : _____

14. Academic qualifications

Qualification (SC 'O' Level or GCE 'O' Level)		Qualification (SC 'O' Level or GCE 'O' Level)	
Specify:		Specify:	
Year:		Year:	
Subject	Grade	Subject	Grade

Qualification (HSC 'A' Level or GCE 'A' Level)		Qualification (HSC 'A' Level or GCE 'A' Level)	
Specify:		Specify:	
Year:		Year:	
Subject	Grade	Subject	Grade

15. Professional Qualifications

Institution	Certificate awarded	Dates/year

FOR OFFICIAL USE

The following documents have been produced checked and returned

1	Birth Certificate		6	Professional Certificate	
2	Medical Certificate (<i>Private</i>)		7	Educational Certificate	
3	Medical Certificate (<i>GMO</i>)		8	Morality Certificate	
4	Identity Card		9	Letter of appointment as Manager from owner of school (<i>if employed</i>) if applicable	
5	Work permit (<i>if applicable</i>)		10	Civil marriage certificate	

I, Assistant Coordinator certify having verified the above information and hereby recommend / not recommend the registration of the applicant

Reasons if application is not recommended:

Signature of Assistant Coordinator: **Date:**

I, Mrs. Assistant Coordinator certify having verified the above information and recommend /do not recommend the registration of the applicant

Reasons for not recommended (if applicable)

Signature of Assistant Coordinator:..... Date:

Remarks from Coordinator

Approved /Not approved

Remarks

.....

Signature of Coordinator:..... Date:

Note for managers

Under the new regulations of 2011, all pre-primary school shall be at all times administered by a full-time manager.