

**A LEADERSHIP PROGRAMME FOR PRESCHOOL PRINCIPALS**

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**Hello Principal,**

**There are 6 sections in this Application Form, followed by Terms and Conditions.**

To be completed by the applicant:

- 1 – Your Particulars
- 2 – Past Experiences
- 3 – Essay Question
- 4 – Self Declaration

To be completed by applicant's current employer and submit in a sealed and signed envelope:

- 5 – Reference Letter
- 6 – Company Declaration

**Please check that you have the following before submitting your application:**

- Completed application form
- Resume
- Essay
- One reference letter by employer in current organisation in a sealed and signed envelope
- NRIC
- GCE 'O' level certificate or IELTS (proof of EL1 grade)
- DECCE-T certificate and transcript
- DECCE-L certificate and transcript
- Passport-sized photographs (hardcopy or softcopy)

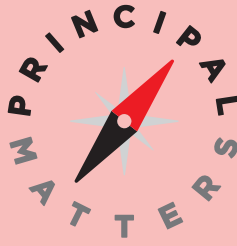
**Deadline:**

26 May 2018

**Please mail your application materials to:**

Principal Matters Secretariat, 73 Bras Basah Road, #07-01,  
NTUC Trade Union House, Singapore 189556.

**For enquiries call 6332 0668 or email [hello@principalmatters.sg](mailto:hello@principalmatters.sg)**



**A LEADERSHIP PROGRAMME FOR PRESCHOOL PRINCIPALS**

Principal's section

## Application Form

### 1 – Your Particulars

Full name: \_\_\_\_\_ Please underline surname

Mailing address: \_\_\_\_\_  
\_\_\_\_\_

Work telephone: \_\_\_\_\_ Mobile number : \_\_\_\_\_

Email address: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Nationality: \_\_\_\_\_ NRIC number: \_\_\_\_\_

Name of employer: \_\_\_\_\_ Position: \_\_\_\_\_

### 2 – Past Experiences

**Please indicate all the organisations where you have served as a Principal, and attach your latest resume (citing professional accomplishments and awards) to this application.**

From (MM/YY)	To (MM/YY)	Job position	Name and address of employer

### 3 – Essay Question

Highlight your core values or guiding principles that inform your leadership beliefs, thoughts and actions.

Describe how you are applying these principles in a challenge that you are currently facing. Analyse the challenge and outline concrete ideas for overcoming it.

Next, describe a leadership issue that you are considering focusing on as your capstone project in the Principal Matters programme.

**Please submit your response in a double-spaced, 1 to 2 page essay and attach it to this application form.**

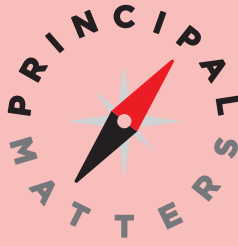
**4 – Self Declaration**

I certify that all information made on this application is true and complete to the best of my knowledge. I agree that any misrepresentation or omission is sufficient grounds for rejecting the application. I authorise any investigation of the above information for the purpose of verification. I understand and accept the terms and conditions of the programme as laid out by *SEED Institute Pte Ltd*.

I acknowledge and agree that *SEED Institute Pte Ltd* may collect, use and disclose to any third party any and all particulars relating to my personal information for the purposes of (i) Providing early childhood & care related training and associated services; (ii) Billing and account management (including debt collection or recovery); (iii) Conducting surveys or obtaining feedback; (iv) Informing me of services and offers by SEED Institute Pte Ltd, its related entities and business affiliates (unless I duly inform you otherwise); and (v) Complying with all applicable laws and regulations, and business requirements.

Date: \_\_\_\_\_

Signature of applicant:



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Employer's section

**Application Form**  
**5 – Reference Letter**

Your Principal is applying for admission to the Principal Matters Programme. Please complete the following information and ***return this reference to the applicant in a sealed envelope with your signature across the back flap.***

Your name: \_\_\_\_\_

Organisation: \_\_\_\_\_ Position: \_\_\_\_\_

Mailing address: \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

In what capacity have you known the applicant? \_\_\_\_\_

	No basis for Evaluation	Poor	Below Average	Average	Above Average	Outstanding
Professionalism						
Leadership potential & ability						
Academic potential & ability						
Teaching skills						
Emotional maturity						
Interpersonal skills						
Verbal communication skills						
Family support skills						



## 6 – Company Declaration

**We agree to support the applicant's attendance in the full programme\*, inclusive of:**

- Orientation on 2 July 2018 (PM05) or 9 January 2019 (PM06)
- 5-days local workshop from 10 – 14 September 2018 (PM05) or 11 – 15 March 2019 (PM06)
- 12 days *Overseas Learning Journey* from 20 – 31 October 2018 (PM05) or 8 – 19 June 2019
- 2 evenings for Leadership Seminars (PM05: September 2018 – February 2019 or PM06: March – September 2019; dates to be confirmed)
- Time to be given to applicant to meet with the assigned Mentors.
- Participation in a Capstone Symposium highlighting the *Application of Learning to Place of Work* on 2 March (PM05) or 28 September 2019 (PM06).  
Employers of applicants will be invited.

*\*Programme schedule may be subjected to changes.*

We certify that all information made on this application is true and complete to the best of our knowledge. We agree that any misrepresentation or omission is sufficient grounds for rejecting the application. We authorise any investigation of the above information for the purpose of verification. We understand and accept the terms and conditions of the programme as laid out by *SEED Institute Pte Ltd.*

Date: \_\_\_\_\_

Signature:

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Company stamp:

## Terms and Conditions

1. Incomplete applications will not be processed.
2. Applicants will be invited for an interview with the Selection Panel. Applicants who cannot attend the interview may be disqualified.
3. Applicants may also be visited by the Selection Panel at their preschools for teaching observation.
4. All applications received are subject to further approval and the Selection Panel reserves the right to reject any applications.
5. SEED Institute is committed to maintain the confidentiality of the applicant's personal information and undertakes not to reveal any of the applicant's information to any 3rd party without prior written consent of the applicant.
6. Course schedule and venue are subject to confirmation. SEED Institute reserves the rights to cancel/re-schedule the class and venue without prior notice.
7. Course withdrawal: A written notice must be submitted and received by SEED Institute before the programme commences.
8. Course deferment: Shortlisted trainees for the programme should ideally complete the programme within the assigned time period. In the event that this is not possible, SEED Institute will within its means, arrange for make-up classes with subsequent cohorts. Failing which, no make-up arrangement will be made by SEED Institute.
9. Course requirements and assessments: The trainee is required to attain 100% attendance for workshop, learning journey, mentorship and symposium. In the event the trainee is unable to meet 100% attendance per module and/or complete all necessary assessments as required, SEED and Wheelock may decide for the trainee to be withdrawn from the programme. The decision made is final.