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:

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:**

30 Dec 2016

**Please email your application materials to** [hello@principalmatters.sg](mailto:hello@principalmatters.sg?subject=Principal%20Matters%20–%20Application)

**or mail it 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?subject=Principla%20Matters%20–%20Enquiries)

Programme Partners

**Application Form**

**1 – Your Particulars**

**Principal’s section**

**Please underline surname**

|  |  |
| --- | --- |
| Full name: |  |
| Mailing address: |  |
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| --- | --- | --- | --- |
| **From**  **(MM/YY)** | **To**  **(MM/YY)** | **Job**  **position** | **Name and**  **address of employer** |
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| --- | --- | --- | --- |
| 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.**

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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**Application Form**

**Employer’s section**

5 – Reference Letter

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| --- | --- | --- | --- |
| Your name: |  | | |
| Organisation: |  | Position: |  |
| Mailing address: |  | | |
|  | | | |

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.

|  |  |
| --- | --- |
| 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 |  |  |  |  |  |  |

Please use the space below (or on a separate piece of paper) to comment on   
the applicant’s strengths and limitations as they relate to his/her leadership

and management potential, writing skills, analytical skills.

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6 – Company Declaration

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

• Orientation on 3 Feb 2017

• 5 day workshop (local) from 20 – 24 March 2017

• 12 days *Overseas Learning Journey* from 3 – 14 June 2017

• Roughly 2 evenings for Leadership Seminar (dates to be confirmed)

• Time to be given to applicant to meet with the assigned Mentors.

• Participation in a Symposium highlighting the *Application of   
Learning to Place of Work* on September 2017 (date to be confirmed).   
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: |
|  |
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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.