

DIVIŻJONI TA' L-EDUKAZZJONI

DIPARTIMENT TA' L-OPERAT

Telephone 21 226389



MALTA

EDUCATION DIVISION

DEPARTMENT OF OPERATIONS

Fax 25982119

## LETTER CIRCULAR

**Information:** ✓

**Action Required:** ✓

**Ref:** OPS/41/2007

**Date:** 27<sup>th</sup> April 2007

**From:** Ms. J. Baldacchino, Assistant Director Student Services

**To:** All Heads of Secondary Schools and Junior Lyceums (State Only)

**Subject:** Application for the Post of Teacher Librarian/Guidance Teacher in State Schools

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### Secondary Sector

The Department of Student Services and International Relations is inviting applications from Teachers and Instructors/Instructresses for the Posts of Teacher-Librarian and Guidance Teacher in State Schools. Those already holding these posts should apply for renewal.

In assigning the posts of Teacher-Librarian and Guidance Teacher, consideration will be given to specialised qualifications in this particular field. In the case of more than one teacher in the same school holding such qualifications, the most senior teacher will be assigned such duties. Other teacher/s will be given the opportunity of moving to another school where a vacancy in such a post exists.

All applicants, who are not in possession of qualifications in the particular field, will be required to sit for an interview.

Application for the posts of Teacher-Librarian and Guidance Teacher are to be addressed to:

**The Assistant Director of Education – Student Services  
(Attn:- Ms Susan Camilleri)  
Student Services Section,  
Sarria Street, by Sarria Church,  
Floriana**

All applications on the prescribed form are to reach the above mentioned section through the Head of School by not later than noon, **Wednesday 16th May 2007**.

**Alfred Mallia  
Director Operations**

**APPLICATION FOR THE POST OF LIBRARIANS & GUIDANCE TEACHERS**

1. I wish to apply for the post of - Guidance Teacher ( )  
 - Librarian ( )

(Mark (x) near the post you would like to apply for ).

If applicants apply for more than one post, they are requested to fill separate forms for each post.

2. a) I have/have not applied for other graded posts.  
 (cross out where applicable)
- b) If in the affirmative, indicate for which other post/s you have applied: \_\_\_\_\_

3. Name and Surname \_\_\_\_\_ Grade \_\_\_\_\_

Date of Birth \_\_\_\_\_ N.I. \_\_\_\_\_ I.D. Number \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Date of First Appointment \_\_\_\_\_

Date of Present Appointment \_\_\_\_\_

State School where serving \_\_\_\_\_

State whether you are applying for renewal of post or not \_\_\_\_\_

If renewal, state how long you have been in post \_\_\_\_\_

State whether (if not chosen for your present school) you will accept moving to another school if the post is available at this new school \_\_\_\_\_

State whether you have applied for a transfer \_\_\_\_\_

If yes, state for which schools you have applied \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NOTE: NEW APPLICANTS ARE TO SEND A PHOTOCOPY OF THEIR QUALIFICATIONS IN THE FIELD THEY ARE APPLYING FOR**

4. Relevant qualifications for the post

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5. Other qualifications or experience relevant to this post

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6. Reasons for applying for the post

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\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

7. Comments of Head of School

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\_\_\_\_\_  
Signature of Head of School

\_\_\_\_\_  
Date