

**PROMOTION INTERVIEW WRITE UP**

**(To be completed by both the applicant and the supervisor)**

- 1. CANDIDATE'S NAME .....
- 2. E.C NO.....
- 3. DATE OF BIRTH.....
- 4. PLACE OF BIRTH.....
- 5. DATE OF APPOINTMENT TO SERVICE.....
- 6. PRESENT STATION.....
- 7. DISTRICT.....
- 8. PROVINCE.....
- 9. PRESENT GRADE AND DATE APPOINTED THERETO .....
- 10. PRESENT SALARY.....
- 11. RELEVANT QUALIFICATIONS .....
- 12. RELEVANT WORK EXPERIENCE.....
- 13. RELEVANT VACANCY ANNOUNCEMENT RESPONDING TO.....
- 14. NAME OF POST APPLIED FOR (HEAD/DEPUTY HEAD) .....
- 15. POSTS APPLIED FOR IN PREFERENCE ORDER

NUMBER	NAME OF SCHOOL	POST NUMBER

- 16. CURRENT WORK PERFORMANCE RATING.....
- 17. HEAD'S COMMENTS ON MISCONDUCT STATUS .....
- 18. DSI'S COMMENTS ON MISCONDUCT STATUS.....
- 19. APPLICANT'S SIGNATURE.....