

TEACHING SERVICE

TS FORM 3 (REV)

Stocked by Ministry of Education

10m A4982188P/F2

PART 1

LETTER OF APPOINTMENT

Staff Ts/No.....

TO:
MR/MRS/MS.....

Surname

.....BLOCK LETTERS
(Fore names)

1. You are appointed as ain Division one, Two, Three of the Zambia Teaching Service with effect from.....200..... on Probation/Temporarily/ as a Confirmed Employee.
2. Your increment Salary is at the rate of.....a year in the Scale.....and your incremental date is
3. You are posted toSchool under Manager Group number.....and pay number.....
4. You are expected as long as you are in the Service to serve the youth of the country to the best of your ability and uphold the highest standards of the Teaching Profession.
5. If it is found that you are unable to perform effectively the duties of your appointment, or if you misconduct your self, you may be discharged atnotice.
6. You may be dismissed without notice if you repeatedly or seriously misconduct yourself or if it is found that you are inefficient owing to negligence or idleness.
7. If you wish to resign you must give.....notice.
8. You are reliable to serve in any part of the country.
9. The provisions of the Zambia Teaching Service Regulations and the Zambia Teaching Service Pensions Apply to you.
10. Special Conditions which apply to your appointment in accordance with the provision to regulation 4 of the Zambia Teaching Service Regulations are attached.
11. You are expected to pass an efficient Bar Examination before thefailure to pass the examination by due date will result in the withholding of increments and lead to your being discharged from the service.

APPLICABLE ONLY TO TEACHERS ON TEMPORARY TERMS OF SERVICE ONLY

12. In the invent of your marriage interfering in any way with the performance of your duties the right is reserved to terminate your appointment without notice.
13. Quarters will/ will not be provided.

Place of Engagement.....

Date:.....Signed.....

For Permanent Secretary, Ministry of Education

PART II

Marital Status: Married/ Single/.....

National Registration Card Number and Date of Birth.....

Qualifications.....
.....
.....

Certificate numbers.....

College at which trained.....

Please inset in the box below any payments made locally.

Date of Payment	Amount	
	K	n
Totals		

Certified
Correct.....

Designation..... (Must be a duly authorized appointing officer)

PART III

I have received the original of this letter and Copy of the Zambia Teaching Service Regulations and agree to accept the terms thereof and to do my utmost to uphold the highest standards of the Teaching Profession.

Date:..... Signature of Employee.....

NB: -Teachers are reminded to complete TS form 26 in respect of any Government or Local Government accommodation allocated to them.

If salary payments are required through a Bank or Building Society, mandate to this effect to be completed and attached to this letter.

Distribution-Original:To employee
-Duplicate : To be retained by employer
-Triplicate: Provincial Record.