



NATIONAL SECONDARY STUDENTS' COUNCIL (NSSC) 2011/2012

NATIONAL EXECUTIVE

APPLICATION INSTRUCTIONS

The National Secondary Students' Council (NSSC) is the umbrella organization for student councils island-wide and represents all secondary students enrolled in public institutions. Student Councils received legitimacy by way of the Education Act 1980 which states that ***“Every public educational institution shall have a Student Council which shall consist of elected representatives of students...”*** Student councils remain the only youth organization to be established through an Act of Parliament.

The application form for the National Secondary Students' Council (NSSC) National Executive 2011/2012 is divided into **three sections**:

- Section I** - to be completed by the **applicant**;
- Section II** - to be completed by the applicant's school **principal**;
- Section III** - **Parent** Consent Form

This year the elections will be aligned with the Ministry of Education's six (6) regional offices, therefore **6** National Elections will be held island-wide between **October 3 and October 21, 2011**.

The Ministry of Education and Youth's Six (6) Regions are as follows:

- I - Kingston, St. Andrew and Western St. Thomas
- II - Portland, Eastern St. Thomas, Eastern & Southern St. Mary
- III - St. Ann, Trelawny, Western & Central St. Mary
- IV - St. James, Hanover, Westmoreland
- V - St. Elizabeth, Manchester & North Clarendon
- VI - St. Catherine, Greater Clarendon

ELIGIBILITY REQUIREMENTS:

Applicants **must:**

1. Have previously served on their School's Student Council body
2. Maintain at least a **55%** academic average
3. Have an attendance record of at least **90%**

KINDLY SUBMIT THE FOLLOWING ALONG WITH YOUR APPLICATION FORM

1. CXC/CAPE/GCE passes obtained **OR** transcript for the last two terms of school.
2. Recent passport-sized photograph
3. Letter of Recommendation from any **one** of the following persons:
 - a. your school's students' council staff advisor,
 - b. your form teacher
 - c. school guidance counsellor

This letter should include a brief summary of the applicant's capabilities academically and otherwise to carry out the duty he/she is applying for.

4. Signed Letter of Recommendation from your School's Student Council Body indicating support for your nomination.
 5. **Nomination Sheets.** This is a list of **10 Secondary Schools (not including your own)**, indicating their support. This list of 10 schools should include:
 - i. At least one (1) school from each of the six (6) Regions
 - ii. Names, signatures and contact information of 10 students, inclusive of the Student Council President for each School on the list.
- NB. The signature of the Head Boy / Head Girl may be used to substitute for the signature of the Student Council President. A sample nomination sheet is on page eight (8).**
6. Signed parent's consent form

PLEASE NOTE:

1. Applications should be submitted by **September 23, 2011** to the National Centre for Youth Development, 16a Half-Way Tree Road, Kingston 5
2. No late applications will be accepted, if mailing will delay the timely submission of your application, then it should be sent by facsimile or hand delivered.
3. Applications are open to students who will remain within the secondary system during their tenure.
4. All applicants will be **required** to attend training workshops and capacity building sessions prior to and after elections.
5. Interested students are asked to call the offices of the National Centre for Youth Development for application information between 3:00 - 5:00 p.m. on Monday – Friday.

Please call us at telephone 968 NCYD (6293) ext. 230 or 1-888-305-6772 (toll-free) for additional information. Applications may be sent via facsimile to 754- 7952.



**National Secondary Students Council (NSSC)
National Executive 2011/2012**

Application Form

SECTION I

SECTION I

CANDIDATE'S PERSONAL INFORMATION	SCHOOL INFORMATION
Name:	School:
Date of Birth: Age:	Principal:
Home Address:	Staff Advisor:
	School Tel Number:
	School Fax Number:
Telephone Contact Numbers:	School Address:
Home:	
Cell:	
Email:	School Email:

1. Kindly indicate the position for which you are applying with a tick.

POSITION	
General Secretary	
National Treasurer	
National Public Relations Officer	

2. Grade / Form: _____

ACTIVITY	POSITIONS HELD	DURATION OF TENURE

I hereby certify that the information submitted herein is accurate and true to the best of my knowledge. I further submit that I will make myself available, should I be elected to office, to attend bimonthly capacity building sessions, training workshops, represent Jamaica overseas and to serve on any government appointed boards for the period beginning October 2011 and ending August 2012.

Signature of Applicant

Date

SECTION II

TO BE COMPLETED BY SCHOOL PRINCIPAL

4. Has the applicant ever been suspended or expelled from an educational institution? If yes, please outline the reasons on a separate page.

Yes

No

5. What is the status of the applicant's attendance record for the last academic year?

90% and above 70-89% under 70%

6. Kindly indicate the candidate's average academic grade for the last academic year

75% and above 65-75% 55-65% under 55%

I hereby certify that the above information submitted herein is accurate and true to the best of my knowledge. I understand that the candidate will be required to attend training workshops and capacity building sessions before and after the election period. I further submit that I will grant permission for this candidate to be away from school, should he/she be elected to office, in order that he/she may represent Jamaica overseas and serve on any government appointed board, in addition to carrying out other duties relating to the position to which he/she is elected for the period beginning October 2011 and ending August 2012.

Signature of Principal

Official stamp and date



SCHOOL STUDENTS' COUNCIL LETTER OF RECOMMENDATION

NATIONAL SECONDARY STUDENTS' COUNCIL (NSSC) 2011/2012

NATIONAL EXECUTIVE

We the Students' Council Body of _____ declare our support for _____
(insert School) (insert applicant's name)

as he/she seeks to become _____ of the National Secondary Students' Council (NSSC).
(insert position)

_____ has been an outstanding student leader within our School and we affirm his/her character and
(insert applicant's name)

assert that he/she is a passionate advocate for the rights of students by signing below:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____



NOMINATION SHEET

**NATIONAL SECONDARY STUDENTS' COUNCIL (NSSC) 2011/2012
NATIONAL EXECUTIVE**

Name of Candidate: _____ Position applied for: _____

Kindly indicate your support for this candidate by signing below:

SCHOOL: _____

PARISH : _____

	NAME	CONTACT NUMBER	SIGNATURE
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

SCHOOL: _____

PARISH : _____

	NAME	CONTACT NUMBER	SIGNATURE
1			
2			
3			
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