**Points to note for kindergartens joining the kindergarten education scheme to adopt the template of Certificate of Service:**

1. To strengthen the protection to teaching staff on transfer, the supervisor / the school management committee should issue to leaving teaching staff a Certificate of Service indicating relevant employment information of the staff. This provides reference to new employers when the staff transfers to another kindergarten (KG).
2. This Sample sets out the necessary employment information to be included in the Certificate of Service for KGs’ reference. KGs could amend the content of this Template in accordance with their school-based circumstances.

**Template**

**Certificate of Service**

**(For kindergarten’s reference when appointing the teaching staff)**

**Name:** \*Mr/Miss/Mrs/Ms \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Identity Card No.:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Rank:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(i.e. Principal I, Principal II, Vice Principal, Senior Teacher, Teacher)

\*full time / part time ( %) (Please specify the fraction)

**Period of Service in our** From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Kindergarten:**  (dd/mm/yyyy) (dd/mm/yyyy)

**Last Monthly Salary[[1]](#footnote-1)Note:** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reason(s) for Leaving:** (Resignation due to personal reasons/ Expiry of contract/ Dismissal/

Summary dismissal, etc.)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Chop

|  |  |
| --- | --- |
| Signature of Supervisor: |  |
| Name of Supervisor: |  |
| Name of Kindergarten: |  |
| Telephone Number: |  |
| Date: |  |

**\*** Please delete if inapplicable

(May 2022)

1. Note Kindergartens should indicate the ‘Last Monthly Salary’ of the teaching staff in accordance with the monthly salary set in the employment contract and / or the monthly salary of the last appointed rank of the teaching staff. The amount indicated should not deduct the salary due to no-pay leave. [↑](#footnote-ref-1)