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**Official Application Form – ECDA Fellows Programme**

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| 1. **CHECKLIST** |
| Please ensure that all required documents are completed and submitted in the following order:   |  |  |  |  | | --- | --- | --- | --- | |  | **Items** | **Format** |  | | 1) | Official Application Form with a passport size photograph of Applicant | PDF / Word doc |  | | 2) | Photocopy of Applicant’s identity card (front and back) | PDF / Jpeg |  | | 3) | Certified true (or notarised) copy of Applicant’s academic and professional certificates and transcripts | PDF / Jpeg |  | | 4) | **Appendix A** – Letter of Commitment from Applicant’semployer | PDF / Jpeg |  | | 5) | **Appendix B** – Professional Portfolio   * Applicant’s Personal Statement * Competency Write-up * Documentary evidence to support Applicant’s competencies in the respective skill category | PDF / Word doc |  | | 6) | **Appendix C** –Recommendationsfrom at least two (2) Professional Referees | PDF / Word doc |  |   Please complete **ALL** items in the Official Application Form and Appendices. For items that are not applicable, please indicate ‘N.A’. If you miss out any information requested in these materials, your application may be rejected at ECDA’s sole discretion. |

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| 1. **IMPORTANT NOTES** |
| Applicant should ensure that the Application Form and all supporting documents are:   1. In English or accompanied by translation in English. 2. Submitted in softcopy in the required format to **ecda\_pp@ecda.gov.sg** by  **18 Sep 2020, Fri, 5pm**. Total file size should not exceed 20mb.   An acknowledgement email will be sent within 3 working days to confirm receipt of application.  Please note the following terms & conditions:   * 1. ECDA reserves the right to reject applications which are late, incomplete, inaccurate, or submitted in hardcopy.   2. ECDA may request for additional information from the Applicant and/or arrange for one or more site visits to the Applicant’s Centre, if it is needed to assess the application. ECDA reserves the right to reject the application, if the additional information is not provided and/or the Centre rejects ECDA’s request of site visit.   3. ECDA reserves the right to disqualify and/or reject or revoke any application which has been accepted, at any time, if it finds the application to be incomplete (i.e. required fields left blank, required items/materials not submitted) or inaccurate (i.e. the information provided in any of the submitted materials is incorrect or untrue, or any document submitted is found to be inauthentic (not issued by the purported maker of the document) or amended without authorisation (by the maker of the document)).   4. ECDA’s decision on the acceptance / rejection of application is final and further appeals will not be entertained. |

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| 1. **PERSONAL DETAILS** | | | | | | | |
| Full Name as in NRIC / Passport (Please underline surname):  Mr/ Ms/ Mrs/ Mdm/ Dr\*  Click here to enter text. | | | | | | | *Photograph* |
| NRIC / FIN No.:  Click here to enter text. | | | Nationality:  Click here to enter text. | | | |
| Date of Birth (dd/mm/yyyy):  Click here to enter a date. | | | Place of Birth:  Click here to enter text. | | | |
| Tel (Home):  Click here to enter text. | | | Home Address:  Click here to enter text. | | | | |
| Tel (Mobile):  Click here to enter text. | | | Email Address:  Click here to enter text. | | | |  |
| 1. **EMPLOYMENT DETAILS** | | | | | | | |
| Name of Centre / Organisation: | | | Click here to enter text. | | | | |
| Contact No. (Office): | | | Click here to enter text. | | | | |
| Email Address (if different from above): | | | Click here to enter text. | | | | |
| Date Joined Centre /Organisation (dd/mm/yyyy): | | | Click here to enter a date. | | | | |
| Current Designation: | Click here to enter text. | | | No. of Years in Current Position: | | Click here to enter text. | |
| Experience in Singapore Pre-School Accreditation Framework (SPARK) Certification Process | | | | Yes No | | | |
| 1. **EMPLOYMENT HISTORY (in chronological order)** | | | | | | | |
| **Name of Organisation** | | **From (Date)** | **To**  **(Date)** | | **Designation and Brief Description of Job Duties** | | |
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*\*Please delete as appropriate.*

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| 1. **Professional Qualifications and Other Educational Certificates** | | | | |
| **Name of Institution** | **From (Date)** | **To**  **(Date)** | **Highest Professional Qualification / Certification Attained** | |
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| 1. **Academic Qualifications** | | | | |
| **Name of Institution** | **From (Date)** | **To**  **(Date)** | **Highest Academic Qualification Attained** | |
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| 1. **Involvement in Professional Associations/ Organisations** | | | | |
| **Name of Associations/ Organisation** | **Position** | | **From (Date)** | **To (Date)** |
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| 1. **ACHIEVEMENTS AND AWARDS** | | |
| **Achievement / Award** | **Date** | |
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| 1. **Additional Information and Declaration** | | |
|  | Please check: | |
| Yes | No |
| * 1. Have you suffered, or are you suffering from any medical condition, illness, disease, mental illness, substance dependence or physical impairment? |  |  |
| 1. (a) Do you have a criminal record in Singapore? |  |  |
| 1. Have you been convicted in a court of law in any other country (excluding parking offences or criminal records disclosed above)? |  |  |
| 1. Have you been charged with any offence in a court of law in Singapore or in any other country for which the outcome is pending (excluding parking offences)? |  |  |
| 1. Are you aware of being under any current police investigations in Singapore or in any other country following allegations made against you? |  |  |
| 1. Have you been or are you under any financial embarrassment i.e. (a) an undischarged bankrupt; (b) a judgment debtor; (c) have unsecured debts and liabilities of more than 3 months of your last-drawn pay; or (d) have signed a promissory note or an acknowledgement of indebtedness? |  |  |
| 1. Do you have the intention to apply for foreign citizenship/foreign permanent residence within the next one year? |  |  |
| 1. Have you broken any bond, left an employer without serving your period of moral obligatory service, or are you currently serving any bond or moral obligatory service (e.g. bonds associated with scholarships or obligatory service related to training awards or no-pay leave, etc)? |  |  |
| If you have answered ‘Yes’ to any of the questions above, please elaborate:  Click here to enter text. | | |

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| * 1. I would like to apply for the ECDA Fellows programme. I agree to the terms and conditions of the programme, as stated in Section 2 above.   2. For the purpose of assessing my application, which includes verifying the information that I have provided in the application (“the Information”), I consent to ECDA:  1. using the Information as it sees fit; 2. disclosing the Information to any source, whether Government or non-Government; and 3. collecting any other information about me that ECDA requires from any source, whether Government or non-Government.    1. If my application is accepted, I agree to fulfil all the duties and obligations required by the programme, as set out in Annex A.    2. I declare that all the information given by me in this application form, including any sheets attached are true to the best of my knowledge and I have not wilfully suppressed any material fact.   Click here to enter text. Click here to enter a date.    (Name) (Date) |

**Annex A – ECDA Fellows**

**Duties and Obligations of ECDA Fellows**

**Functions**

1. The ECDA Fellow shall commit an average of one hundred (100) hours per year to the programme during his/her period of appointment, serving in such sector-level roles and carrying out such sector-level responsibilities[[1]](#footnote-1) as approved by ECDA[[2]](#footnote-2).

**Service Period and Professional Development**

1. The ECDA Fellow is appointed for a period of three (3) years, commencing from the date as stated on the Letter of Appointment (by which he/she accepts his/her appointment as an ECDA Fellow) (“the date of appointment”). However, this   
   3-year period is subject to confirmation by ECDA after the first year of service. If ECDA does not confirm the ECDA Fellow’s appointment after the first year of service, commencing from the date of appointment, the ECDA Fellow’s appointment will be considered as terminated.
2. Each ECDA Fellow must attend a two (2)-week full-time milestone course[[3]](#footnote-3) within the first year of service. However, he/she need not do so if he/she has attended this course in a previous period of service as an ECDA Fellow. In addition, ECDA may offer supplementary professional development courses to ECDA Fellows as part of the programme, all of which the ECDA Fellows should use their best endeavours to attend.
3. ECDA may, from time to time, request that the ECDA Fellow attend engagement sessions with ECDA and/or with other ECDA Fellows, all of which the ECDA Fellows should use their best endeavours to attend.

**Service Recognition Allowance**

1. An annual Service Recognition Allowance (“SRA”) of S$9,000 will be paid to the ECDA Fellow in recognition of his/her contributions upon satisfactory fulfilment of his/her roles and responsibilities as an ECDA Fellow, including the completion of the stipulated hours of service for that year (as stated in paragraph 1 above). The exact timing of the payment of the SRA and the assessment of whether the ECDA Fellow has satisfactorily fulfilled all his/her roles and responsibilities as an ECDA Fellow shall be determined by ECDA in its sole discretion.

**Rules of Conduct**

1. The ECDA Fellow shall not make reference to his/her appointment as an ECDA Fellow in:
2. marketing and/or publicising the services of the pre-school centre or operator at/by which he/she is employed; and
3. making any public statement or comments about ECDA and the ECDA Fellows programme, including his/her sector-level roles and responsibilities, without ECDA’s prior written approval.
4. If the ECDA Fellow makes any public statement or comments about ECDA and the ECDA Fellows programme in his/her private capacity, i.e. without making reference to his/her appointment as an ECDA Fellow, he/she should nonetheless make it clear that the views he/she expresses are made in his/her private capacity, and that he/she is not representing the views of any Government department, including ECDA.

**Conflicts of Interest**

1. The ECDA Fellow is required to declare to ECDA in writing any actual or potential conflicts of interest in the course of performing his/her duties as an ECDA Fellow, as soon as he/she is aware of such conflict.

**Confidentiality**

1. The ECDA Fellow must ensure that he/she keeps confidential any information which ECDA has provided him/her in any document or correspondence marked as confidential, or which ECDA has informed him/her either verbally or in writing is confidential. He/she must not disclose the confidential information to any third party by any means or in any form without the written permission of ECDA. This confidentiality requirement shall continue indefinitely, except for information which becomes public knowledge, even after the ECDA Fellow is no longer on the programme.
2. ECDA may keep copies of and use all materials produced by ECDA Fellows for the programme for such purposes and in such manner as it sees fit (including but not limited to educational and publicity purposes, e.g. publishing the materials on websites, using them for workshops, conferences etc.) without seeking the permission of the ECDA Fellows. However, ECDA will acknowledge the ECDA Fellow who created the materials when using them.

**Liability**

1. ECDA takes no responsibility for any loss or damage, cost or expense of any nature whatsoever which may be incurred by the ECDA Fellow while carrying out his/her roles and responsibilities under this Agreement, except for death and personal injury resulting from the Government’s own or any of its employees’ or agents’ negligence.

**Termination**

1. In the event that the ECDA Fellow fails to abide by any of the terms of reference, ECDA reserves the right to:
2. revoke/terminate the ECDA Fellow from the programme immediately;
3. remove any references to the ECDA Fellow (e.g. name) from its website and from any other publication it may use to promote the ECDA Fellows programme; and
4. make known such revocation/termination to any party it sees fit.

1. The sector-level roles and responsibilities are where the ECDA Fellow does work to benefit the early childhood sector as a whole, and would be in 3 key areas:

   Professional Development e.g. Leading/facilitating master classes/workshops for early childhood educators, mentoring/coaching centre leaders and senior teachers from other centres;

   Curriculum Leadership e.g. Guiding centres in the design of their curricula or in the implementation of key teaching and learning strategies; and

   Sector Partnerships e.g. Guiding centres in their SPARK-certification journey, collaborating with centres on research to enhance teaching and learning practices. [↑](#footnote-ref-1)
2. For the avoidance of doubt, the sector-level roles and responsibilities are over and above the ECDA Fellow’s role in the pre-school centre at which the Fellow is employed. [↑](#footnote-ref-2)
3. The hours committed to the milestone course will not be counted towards the 100 service hours required by the programme. [↑](#footnote-ref-3)