



APPLICATION FOR IN-SERVICE/TRAINING (INSET)

All applications for in-service must be submitted to the Human Resources Department

1. **Name :**
.....
2. **Department :** (Academic/ Non-Academic)* **Position :**
.....
3. **Title of INSET** (Please attach the official notice of INSET)
.....
4. **Date(s) and Location** of In-service :
.....
5. **Duration :**
Is this INSET all day? Yes No If no, Time leaving school :.....
Time of return to school :.....
6. **Transportation arrangement :**
 School Car Own vehicle Taxi Others
Transportation arrangement note :
.....
7. **Explain the benefits of this INSET :**
.....
.....

Employee's signature :

.....

Notes :

- If for any reason attendance at the INSET is not approved or conflicts with school duties, you will be informed at the earliest opportunity.
- If cover is needed for your classes or duties or area of work, please ensure that the relevant information is left with your Kepala Sekolah/Vice Principal or Manager/Supervisor.

**Circle the right one*

OFFICE USE ONLY

Have you got the Executive Principal's approval?

Yes (Please attached a supporting document as approval) Not yet

Acknowledged by :

Vice Principal/KS.....(for Academic Dept)

Director of Operations.....(for Non-Academic Dept)