Refusal of a Posting made by the Provincial Education Board

This form is to be used by a teacher declining a posting made by the Provincial Education Board or a teacher seeking another posting on compassionate grounds. It is a notification to the Provincial Education Board the teacher will not be taking up the allo cated position at the commencement of the following school year.
There may be compassionate grounds (including medical reasons) for declining the position offered. These reasons may be explained over the page. If more space is required, securely attach ot her documents.
It is advisable to keep a copy of this for reference to the Teaching Service Commission.
Address this form to: The Chairman, Provincial Education Board

1. Teacher Details (Please print using block letters)

Family Name: …….....… Given Name(s): …….....……

Employee Number: ☐☐☐☐☐☐☐☐

2. Posting Details

Name of School: …….....… School Code (if known): ☐☐☐☐☐

Position Number (if known): ☐☐☐☐☐☐☐☐☐☐

3. Teacher's Declaration

I declare I am the teacher named above and I am not in a position to accept the posting made by the Provincial Education Board to the school and position listed above.

I therefore decline the offer of this position.

In declining this posting I understand and acknowledge:

- I may be removed from the position to which I was posted.
- I may be considered for other positions in other schools if they become available
- I may not be posted to a position and may be suspended from the payroll.
- I may have an overpayment that will be recovered

Signature: ……..... Date: ……..

4. Provincial Office Use Only

Request Accepted Request Refused (Delete one)

Reasons for Decision: …….....……

…….....……..

…….....……

…….....……

.....

Chairman,PEB (Print): ……..... Signature: ……..... Date: ……

Date Received	Sighted by PEA	Change to Posting List	Letter to Teacher	Documents Filed

Reasons for Declining a Teaching Posting (Explain your reasons for requesting a review of your posting as fully as possible. Securely attach any supporting documents.)

……

……

……

……

……

……

……

……

……

……

……

……

……

……

……

……

……

……

……

……

……

……

……

Teacher's Signature: …… Date: ……..