

March 31, 2012

Dear **«FullName»**,

Congratulations on successfully completing the Bridge International Training Institute. We were impressed with your performance in training.

While we cannot at this time offer you a full time teaching position, we would like to invite you to be on **Backup Teacher** List to fill in as a substitute teacher on days when we need additional substitute teachers. Whenever a school requires a substitute teacher in your area beyond our current staffing of substitute teachers, you will be called and asked by the Substitute Teacher Coordinator to fill in for a teacher at a particular school.

Please keep your phone operational at all times to enable the substitute line manager to call you.

If you are called by the Substitute Teacher Coordinator to fill in for a teacher, you will be compensated for working that day according to the following:

* **«Backup\_Teachers\_Daily\_Rates»** Ksh per day
* Your home location is : **«LocationDetails»**
* If you work more than 21 days full time in a given month, then you will be compensated at a full-time monthly salary for that month

If you are called by the Substitute Teacher Coordinator, your role for that day will be to temporarily assume the responsibilities for a teacher who is absent from an academy.  As a backup teacher you may be requested to fill in for teachers from any academy that is either 1) within walking distance of your home or 2) can reasonably be reached by public transport from your home to commute there and  back within the day.

The location mentioned above in this contract is your “home location.”  If the location you are asked to report to is within walking distance of your “home location” you will not be provided with a transport subsidy.  However, if you are asked to report to a location that is not within walking distance of your “home location” you will be provided a transport subsidy.

As our academies continue to grow in the coming months, we may need to hire additional teachers on a full-time basis. Since you have successfully completed training, your name has been added to a list of potential teachers which will be used to select additional teachers for our academies when the need arises. Your performance and availability as a backup substitute teacher will be used to determine if you are offered a full-time position should one arise.

Please note that nothing in this letter shall be deemed to constitute an offer of employment to you at this stage or at any time in the future.

Congratulations again, and we look forward to seeing you working in our academies in the near future.

Sincerely,

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| --- | --- |
|  |  |
| For  Bridge International Academies |  |

Acceptance by candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

**Backup Teacher Information Form**

Last Name: \_«Last\_Name»

First Name: «First\_Name»

Other Names: «Middle\_Name»

Date of Birth: «Date\_Of\_Birth»

Nationality:

Contact Phone Number1: «Phone\_Number1»

Contact Phone Number2: «Phone\_Number2»

Post Office Box:

Physical Address – Where Do You Live:

ID #: «ID\_Number»

PIN # (if any):

NSSF # (if any):

NHIF # (if any

**Phone Number to use for M-PESA: «Mpesa\_Number»**

**Exact name used to register for M-PESA: «Mpesa\_Name»   
 *(must be your line)***

**All staff must register for M-PESA to receive their salary. Registration is free and it is up to the staff member to register. It is the responsibility of each staff member to inform Human Resources of any changes to their phone number to avoid delays in payments. Unless the change is communicated in writing, the payment will continue to be made according to the Human Resource records.**

**Sign here to acknowledge you understand this M-PESA statement:**