



NAME OF MINISTRY/ DEPARTMENT

Applications for Employment/Promotion Check List:-

- Signed Application
- Dated Application
- Birth Certificate (computerized only)
 - NOTE: If the Birth Certificate does not include a First Name or the name stated on the Birth Certificate is incorrect in any way, an Affidavit must be attached;
- Marriage Certificate (computerized only)
- Affidavit/Deed Poll/Legal Documents pertaining to any change/omission of name
- Documentation showing proof of citizenship (if not born in Trinidad and Tobago)
- Academic Certificates
- Two (2) references with contact information

Applicants are advised:

- that detailed information and relevant experience as it pertains to the office advertised must be clearly outlined (that is; Curriculum Vitae);
- to ensure a VALID contact number, address and email address is provided;
- that C.X.C. Grade III is considered a pass with effect from June 1998;
- to apply for each office on a separate form;
- that no additional certificates/documents will be accepted after the closing date except where the candidate has received official notification of examination results and is awaiting receipt of certificate;
- that the Application for Promotion Form must be endorsed by the Permanent Secretary or Head of Department before submission to the Service Commissions Department; and
- that all copies must be legible and clearly printed.