



## SERVICE COMMISSIONS DEPARTMENT

### Application for Promotion Checklist

In order for an officer's **Application for Promotion** to be considered completed and therefore eligible, the following documents are required:

- Signed Application Form
- Dated Application Form
- Updated Curriculum Vitae
- Birth Certificate

**NOTE:** If the Birth Certificate does not carry a First Name or the name stated on the Birth Certificate is incorrect in any way, an Affidavit must be attached

- Marriage Certificate
- Affidavit pertaining to any omission of name from Birth Certificate or any other legal documents
- Deed Poll/Legal Documents pertaining to any change/omission of name
- Documentation showing proof of citizenship (*if not born in Trinidad and Tobago*)
- Two (2) references with contact information
- Academic Certificates

#### **APPLICANTS ARE ADVISED:-**

- that detailed information and relevant experience as it pertains to the office advertised should be clearly outlined in the Curriculum Vitae and attached;
- to ensure a VALID **telephone number**, postal address and email contact are to be provided for both Applicant References;
- to apply for each office on a separate Application Form;
- copies of all supporting certificates/documents must be submitted with the application;
- that the Application for Promotion Form must be endorsed by the Permanent Secretary or Head of Department before submission to the Service Commissions Department;
- that all copies must be legible and clearly printed; and
- to check regularly for updates on the Service Commissions Department's website.