



SERVICE COMMISSIONS DEPARTMENT

Application for Employment/Promotion Check List:-

- ☐ Signed Application Form
- ☐ Dated Application Form
- ☐ Birth Certificate (computerized only)
 - 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 (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 should be clearly outlined (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 application form**
- **that no additional certificates/documents will be accepted after the closing date of an advertisement**
- **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**
- **to check regularly for updates on the Service Commissions Department website**