**Application for employment as Teacher I (Primary) checklist**

**In order for person’s Application for Employment to be considered complete and therefore eligible, the following documents are required: -**

 Updated Curriculum Vitae

 Birth Certificate (Polymer):-

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 (Polymer)

 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)

 Legible and clearly printed copies of Academic Certificates

 Two (2) references with contact information (non-teachers and must be less than six months)

 Certificate of Good Character (receipt accepted)

 Teachers registration number

**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 provided for your reference;

▪ legible and clear copies of all supporting certificates/documents must be uploaded with the application;

**EDUCATION SKILLS & SPECIALISED TECHNIQUES:**

1. Five (5) CXC subjects General Proficiency Level - Grades I, II or III (Grade III from 1998) (including English Language, Mathematics, and a Science subject.)

**Or**

General Certificate of Education (GCE) – Grade A, B or C (including English Language, Mathematics, and a Science subject.)

**And**

1. Certification in teaching as evidenced by the possession of a Teacher’s Diploma or equivalent Bachelor of Education Degrees as approved by the Chief Personnel Officer as follows:

University of Trinidad and Tobago

* Bachelor of Education (B.Ed.) with specialization in:
* Primary
* Early Childhood Care Education (ECCE)
* Special Needs Education

Catholic Religious Education Development Institute (CREDI)

* Bachelor of Education Degree (Primary)

The University of the West Indies (The UWI)

* Bachelor of Education in Early Childhood Care Education (ECCE)
* Bachelor of Education Degree (Primary)

UWI Roytec in collaboration with the University of New Brunswick

* Bachelor of Education for Primary School Teacher (General)

University of Southern Caribbean (USC)

* Bachelor of Science in Elementary Education

▪ that all copies must be legible and clearly printed; and

▪ to check regularly for updates on the Ministry of Education website at the link **www.moe.gov.tt**