



# MINISTRY OF EDUCATION

## ONLINE APPLICATION

### INSTRUCTIONS TO APPLICANTS

#### PRINCIPAL (SECONDARY) (GRADE 8)

#### MINISTRY OF EDUCATION

1. Applications **MUST** be submitted **Online Only** on or before but no later than **Friday 23<sup>rd</sup> May, 2025 at 4:00 p.m.** local time.
2. Applications are to be submitted **through the applicant's officially assigned Ministry of Education email address**
3. Applicants are limited to four (4) schools of preference **ONLY**.
4. For an application to be considered *complete* and the applicant therefore *eligible*, the following are required:
  - ☐ detailed information and relevant experience as it pertains to the office advertised, this information should be clearly uploaded in the manner prescribed;
  - ☐ ensure a **VALID telephone number, postal address** and **email contact** are provided; and
  - ☐ Legible and clearly printed copies must be attached.
5. All documents **MUST** be scanned in a Portable Document Format (PDF) in black/white with a file size of no greater than 5Mb each before proceeding to the **Online Application Form**: The documents must be attached and named as follows: **[Your First Name and Last Name] – [Title of document]**:
  - ☐ Birth Certificate
    - N.B.:** If the Birth Certificate does not carry a Given Name or the name stated on the Birth Certificate is incorrect in any way, an Affidavit must be provided;*
  - ☐ 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*);
  - ☐ Marriage Certificate (*if required*);
  - ☐ One (1) Form of Identification (National ID/Passport/Driver's Permit);
  - ☐ Academic Certificates (*each certificate must be scanned separately*).
6. Once all documents listed above at (4) of these Instructions are scanned and saved, proceed to complete the **Online Application Form** [Here](#) .

7. On completion and submission of your Online Application Form, you will receive a notification, within 24-48 hours, with an **APPLICATION ID** and an attached Online Application PDF via the email address that you have provided. This **APPLICATION ID** should be referenced if making enquires to the Secondary Section, Ministry of Education via email to [teachingservicepromotion@moe.gov.tt](mailto:teachingservicepromotion@moe.gov.tt).
8. If forty-eight (48) hours has passed, you can email your query to [teachingservicepromotion@moe.gov.tt](mailto:teachingservicepromotion@moe.gov.tt) for assistance.
9. Applicants are advised to check the Ministry of Education's website regularly for updates.

***N.B.: Applicants who have been shortlisted to be interviewed will be required to present all original documents for verification.***

**Dated: April 25<sup>th</sup> 2025**