**CHECKLIST**

**Application for employment as Teacher I (Primary) Government Assisted Primary School**

**In order for an 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), if applicable

 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 including valid telephone number, postal address and email contact (non-teachers and must be less than six months from date of letter)

 Certificate of Good Character (receipt accepted and must be less than six months from date of issue)

 Teacher’s 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 uploaded;

▪ to ensure a **VALID telephone number**, **postal address** and **email contact** are provided; and

▪ 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) ‘O’ Level – 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 Degree 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) including Bridging Programme
* Special Needs Education including Bridging Programme

Catholic Religious Education Development Institute (CREDI)

* Bachelor of Education Degree (Primary) including Bridging Programme

The University of the West Indies (The UWI)

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

UWI Roytec in collaboration with the University of New Brunswick

* Bachelor of Education for Primary School Teacher (General) including Bridging Programme

University of Southern Caribbean (USC)

* Bachelor of Science in Elementary Education including Bridging Programme

▪ Applicants are advised to check the Ministry of Education’s website regularly for updates at the link: **www.moe.gov.tt**

N.B. Applicants who are shortlisted to be interviewed will be required to present all original documents for verification.