

## **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**

2. 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](http://www.moe.gov.tt)**

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