



Government of the Republic of Trinidad and Tobago
Ministry of Education

MINISTRY OF EDUCATION

ONLINE APPLICATION

INSTRUCTIONS TO APPLICANTS

NOTICE OF VACANCY

TEACHER I (PRIMARY) (GRADE 3) IN THE GOVERNMENT ASSISTED PRIMARY SCHOOLS

1. The Ministry of Education is inviting applications, from suitably qualified nationals of the Republic of Trinidad and Tobago between the ages of 18 to 45 to submit an application for the above-mentioned office.
2. Applications **MUST** be submitted **Online Only** on or before but no later than Thursday 31st July, 2025 at 4:15 p.m. local time.
3. In order 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 should be clearly outlined in the updated Curriculum Vitae and uploaded in the manner prescribed;
 - ☐ ensure a **VALID** telephone number, postal address and email contact are provided; and
 - ☐ all scanned documents must be legible.

4. All documents MUST be scanned in a Portable Document Format (PDF) with a file size of no greater than 100Mb 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]: eg. John Doe – Birth Certificate

☐ 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

6. On completion and submission of your Online Application Form, you will receive a confirmation notification email. This confirmatory email represents “**ONLY**” your proof of submission and **NOT OF** having qualified for the position advertised.

7. 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.