



Secondary and Further  
Ministry of Education  
Alexandra Street  
St. Clair  
Port-of-Spain

## **DOCUMENTS REQUIRED FOR SUBMISSION OF AN APPLICATION FOR A TEACHING POSITION IN A SECONDARY SCHOOL, TECHNICAL INSTITUTE AND TRAINING COLLEGE:-**

1. Application for Employment S.C- 124, in duplicate.
2. The Original and two copies of each of the following documents:
  - a. Birth Certificate with Supporting Statutory Declaration, if necessary.
  - b. Marriage Certificate with Statutory Declaration, if necessary.
  - c. Academic qualifications-
    - (i) Certificate/Diplomas;  
**N.B:-** In cases where statements from the Examination Section, Ministry are to be used in lieu of Certificate/Diploma, two (2) original statements are required.
    - (ii) Two (2) copies of the official transcript of your degree(s), which must be sent by the University/Institute directly to the above address; or
    - (iii) Two (2) copies of the official transcript of the Craftsman/Technician Diploma, which must be sent by the National Examination Council of Trinidad and Tobago directly to the above address.
  - d. Documentary evidence of at least two (2) years Industrial Experience, after having obtained the Craftsman Diploma, referred to at (c) (iii) (from your employers).
  - e. Two (2) testimonials, not from members of the Teaching Service, and not old than six (6) months at the time of the application.
  - f. Teachers Registration Number.
  - g. Two (2) passport size photograph not more than three (3) months old.
3. You are required to furnish some form of identification e.g. Identification Card or Passport. All applications must be submitted by hand at the above address, so that original documents can be returned.