MINISTRY OF PLANNING, ECONOMIC AFFAIRS AND DEVELOPMENT

Application for Employment Checklist

In order for person's **Application for Employment** to be considered complete and therefore eligible, the following documents are required:

- ☐ Signed Application Form
- ☐ Dated Application Form
- ☐ Updated Curriculum Vitae
- ☐ Birth Certificate:-

  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
- ☐ 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*)**
- ☐ Academic Certificates
- ☐ Two (2) references with contact information
- ☐ Certificate of Good Character **(receipt accepted)**

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 attached;
- to ensure a VALID **telephone number**, postal address and email contact are provided for your reference;
- to apply for each office on a separate Application Form;
- copies of all supporting certificates/documents must be submitted with the application;
- that persons who hold temporary appointments in the Public Service must forward their Application for Employment Form through their respective Permanent Secretaries or Heads of Department for onwards submission to the Permanent Secretary, Ministry of Planning and Development
- that all copies; must be legible and clearly printed; and
- to check regularly for updates on the Service Commissions Department's website.