



*Office of the Prime Minister  
(Gender and Child Affairs)*

*Level 21, Tower D  
International Waterfront Centre  
1A, Wrightson Road  
Port-of-Spain.*

*Telephone: (868) 627-1163  
Ext: 2015*

**Applications for Employment/Promotion Check List:-**

- Signed Application
- Dated Application
- Birth Certificate (computerized only)
  - 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 (computerized only)
- Affidavit/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

**Applicants are advised:**

- that detailed information and relevant experience as it pertains to the office advertised should be clearly outlined (that is; Curriculum Vitae)
- to ensure a VALID contact number, address and email address is provided
- that C.X.C. Grade III is considered a pass with effect from June 1998
- to apply for each office on a separate form
- that no additional certificates/documents will be accepted after the closing date except where the candidate has received official notification of examination results and is awaiting receipt of certificate
- that the Application for Promotion Form must be endorsed by the Permanent Secretary or Head of Department before submission to the Service Commissions Department
- that all copies must be legible and clearly printed