



OFFICE OF THE PRIME MINISTER

INSTRUCTIONS

Please answer each question clearly and completely. Type or print in ink. Read care-fully and follow all directions. Print and sign your application. Please submit the form with all the documents required, and refer to the checklist before submission.

EMPLOYMENT APPLICATION FORM

Address to: Permanent Secretary,
13-15 St. Clair Avenue,
Port of Spain,
Trinidad and Tobago.

1. I am applying for the Position of						2. When will you be available?											
3. Family Name		First Name		Middle Name		Maiden Name (if any)											
4. Permanent Address Telephone Number						5. Present Address (if different) Telephone Number						6. Office Telephone Number					
7. Date of Birth Day Mth. Yr.		8. Place of Birth				9. Nationality(ies) at Birth				10. Present Nationality(ies)							
11. Have you taken up legal permanent resident status in any country other than that of your nationality? If answer is "Yes", which country?												Yes <input type="checkbox"/>		No <input type="checkbox"/>			
12. Have you taken any legal steps towards changing your present nationality? If answer is "Yes" explain fully:												Yes <input type="checkbox"/>		No <input type="checkbox"/>			
13. Sex		14. Height		15. Weight		16. Marital Status: Single <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Married <input type="checkbox"/> Widow(er) <input type="checkbox"/>											
17. Have you any dependents? Yes <input type="checkbox"/> No <input type="checkbox"/> If the answer is "Yes" give the following information																	
Names		Date of Birth Day Mth. Yr.		Relationship		Names		Date of Birth Day Mth. Yr.		Relationship							
18. Have you previously submitted an application for employment with the Office of the Prime Minister?												Yes <input type="checkbox"/>		No <input type="checkbox"/>			
If "Yes" for what position?												What was the date of application?					
19. Have you any disabilities which might limit your prospective field of work? Yes <input type="checkbox"/> No <input type="checkbox"/> If "Yes", please describe:																	
20. Do you have contractual obligations to your Government / Present Employer? Yes <input type="checkbox"/> No <input type="checkbox"/> If "Yes", give details:																	
21. KNOWLEDGE OF ENGLISH																	
Read				Write				Speak				Understand					
Easily			Not Easily			Easily			Not Easily			Easily			Not Easily		

22. EDUCATION. Give full details-N.B. Please give exact titles of degrees in original language.
Please do not translate or equate to other degrees.

A. University or equivalent

Name, Place and Country	Attended From/To		Degrees and academic Distinctions Obtained	Main Course of Study
	Month/Year	Month/Year		

B. Schools or Other Formal Training or Education (e.g high school, technical school or apprenticeship)

Name, Place and Country	Type	Attended From/To		Certificates or Diplomas Obtained
		Month/Year	Month/Year	

23. List Professional Societies and Activities in Civic, Public or International Affairs

24. List the two most recent Publications you have written that relate to the position you applied for (Do not attach)

25. EMPLOYMENT RECORD: Starting with your present post, list in reverse order every employment you have had. Use a separate block for each post.

A. PRESENT POST(LAST POST, IF NOT IN EMPLOYMENT AT PRESENT)

From	To	Salaries per Annum	Exact Title of your Post:	
Month/Year	Month/Year	Final		
Name of Employer:			Name of Supervisor:	
Address of Employer:			Number and Kind of Employees supervised by you:	Reason for Leaving:

DESCRIPTION OF YOUR DUTIES

B. PREVIOUS POSTS (IN REVERSE ORDER)

From	To	Salaries per Annum	Exact Title of your Post:	
Month/Year	Month/Year	Final		
Name of Employer:			Name of Supervisor:	
Address of Employer:			Number and Kind of Employees supervised by you:	Reason for Leaving:
DESCRIPTION OF YOUR DUTIES				
From	To	Salaries per Annum	Exact Title of your Post:	
Month/Year	Month/Year	Final		
Name of Employer:			Name of Supervisor:	
Address of Employer:			Number and Kind of Employees supervised by you:	Reason for Leaving:
DESCRIPTION OF YOUR DUTIES				
From	To	Salaries per Annum	Exact Title of your Post:	
Month/Year	Month/Year	Final		
Name of Employer:			Name of Supervisor:	
Address of Employer:			Number and Kind of Employees supervised by you:	Reason for Leaving:
DESCRIPTION OF YOUR DUTIES				
From	To	Salaries per Annum	Exact Title of your Post:	
Month/Year	Month/Year	Final		
Name of Employer:			Name of Supervisor:	
Address of Employer:			Number and Kind of Employees supervised by you:	Reason for Leaving:
DESCRIPTION OF YOUR DUTIES				
From	To	Salaries per Annum	Exact Title of your Post:	
Month/Year	Month/Year	Final		
Name of Employer:			Name of Supervisor:	
Address of Employer:			Number and Kind of Employees supervised by you:	Reason for Leaving:
DESCRIPTION OF YOUR DUTIES				

26. Have you an objection to our making inquiries of your past employers?

Yes ☐

No ☐

27. REFERENCES: List three persons, not related to you, who are familiar with your character and qualification.
Do not repeat names of supervisors listed under Item 26.

Full Name	Full Address	Business or Occupation	Contact Number

28. State any other relevant facts. Include information regarding any residence outside the country of your nationality.

29. Have you ever been charged or convicted for the violation of any law (excluding minor traffic violations)?

Yes ☐

No ☐

If "Yes", give full particulars of each case in an attached statement.

30. I certify that the statements made by me in answer to the foregoing questions are true, complete, and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on an application form or other document requested by the Government of the Republic of Trinidad and Tobago may provide grounds for withdrawal of any offer of any appointment or for its cancellation if such an appointment had already been accepted. I am prepared to serve in any part of Trinidad and Tobago.

Date..... Signature.....

N.B You are required to supply documentary evidence which supports the statements you have made above. Do not, however, send any originals until you have been asked to do so by the Government of the Republic of Trinidad and Tobago.

FOR OFFICIAL USE ONLY