SERVICE COMMISSIONS DEPARTMENT

Application for Promotion Checklist

In order for an officer's **Application for Promotion** to be considered completed and therefore eligible, the following 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)***
- ☐ Two (2) references with contact information
- ☐ Academic Certificates

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 to be provided for both Applicant References;
- to apply for each office on a separate Application Form;
- copies of all supporting certificates/documents must be submitted with the application;
- 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; and
- to check regularly for updates on the Service Commissions Department's website.