

SOUTH CARIBBEAN CONFERENCE OF SDA

The Director of Education
Department of Education
South Caribbean Conference of SDA
Cor. Dean & Eastern Main Road
ST. AUGUSTINE

DOCUMENTS REQUIRED FOR SUBMISSION OF AN APPLICATION FOR A TEACHING POSITION IN A SECONDARY, PRIMARY AND ECCE.

1. Application for Employment Form.
2. The Original and one(1) copy of each of the following documents:
 - a. Birth Certificate (Electronic) with supporting Statutory Declaration, if necessary.
 - b. Marriage Certificate with supporting Statutory Declaration, if necessary.
 - c. CSME Certificates/work permits for non-nationals.
 - d. Academic qualifications -:
 - i. Certificate/Diploma(s)
 - ii. One(1) copy of the official transcript of your degree(s), which must be sent by the University/Institute directly to the above address; or
 - iii. One (1) copy of the official transcript of the Craftsman/Technical Diploma which must be sent by the National Examination Council of Trinidad and Tobago directly to the above address.
 - e. Documentary evidence of teaching experience.

- f. Three Referees from your pastor and first elder, and either the church clerk or treasurer (*of the congregation in which the applicant holds membership or is currently attending services*). Special referee forms are provided which must be completed and returned in a sealed envelope to the above address.
 - g. Teachers Registration Certificate.
 - h. One passport size photograph not more than three (3) months old.
3. You are also required to furnish some form of identification, e.g. Identification Card or Passport.

All applications should be submitted by hand at the above address, so that original documents can be returned immediately.