



## DIVISION OF EDUCATION, INNOVATION AND ENERGY

### REQUIREMENTS FOR TEACHING POSITION IN SECONDARY SCHOOL

- Application for Employment Form (available at the office)
- All applicants must be between the ages of 18-46 years
- Birth Certificate
- Marriage certificate (where applicable)
- Academic certificates
- Five (5) subjects at **CXC GENERAL PROFICIENCY**- Grade I, II or III or General Certificate of Education (GCE) Grades A, B or C. **Please note Grade III has been a pass as of June 1998. Mathematics (compulsory), English (compulsory) and any other three (3) CXC subjects.**
- Bachelor's Degree
- A letter of Accreditation from Accreditation Council of Trinidad and Tobago (ACTT) for persons with degrees from any University other than University of the West Indies (U.W.I)
- Official transcript
- Two (2) testimonials, not from members of the Teaching Service or equivalent (lecturers), and not other than six months at the time of the application. **Testimonials that are hand written will not be accepted.**
- Teachers Registration Number Receipt
- Two (2) passport size photographs
- You are also required to furnish some form of identification, Identification Card or Passport. All applications should be submitted by hand.

**Note: There must be two copies of all documents submitted.**

**The original documents MUST be brought in and will be returned after verification.**