



NO	APPLICATION FOR NEW WORK PERMIT - EDUCATION CHECKLIST	NEW	
		YES	NO
1	Completed and signed APPLICATION FOR A PERMIT TO WORK Form		
2	Certified copy of applicant's bio-data page of passport		
	<ul style="list-style-type: none"> Two [2] certified photographs 		
	If accompanied by family members [Proof of relationship to be submitted]		
	<ul style="list-style-type: none"> Marriage Certificate [If legally married] Birth Certificate [Children] 		
3	Request letter from the employer		
	<ul style="list-style-type: none"> Company profile/ background Position Description Roles of the position Special requirements for the position Detailed justification for the need of the position 		
4	Police Report for principal applicant [from country of citizenship]		
	Police Report for spouse if applicable [from country of citizenship]		
	Police Report for child if over 18 years if applicable [from country of citizenship]		
5	Medical Report for principal applicant		
	Medical Report for spouse If applicable		
	Medical Report for child If applicable		
6	Curriculum Vitae [CV]		
	<ul style="list-style-type: none"> Certified copies of academic qualifications Certified copies of references for proof of work experience 		
7	Advertisement: ALL positions must be advertised except:		
	<ul style="list-style-type: none"> Government Contract [Certified copy of Contract Agreement] 		
9	Contract of Employment		
	<ul style="list-style-type: none"> [to include Employment period, position and remunerations] 		
14	Endorsement from relevant Authorities		
	<ul style="list-style-type: none"> Ministry of Education 		
15	Application fees		\$452.00
For official use only			
i	CSO - Name:	Date:	
ii	Customer - Name/Phone/E-mail:	Date:	
iii	CSO's comments on pending documents (First Vetting):	Date:	
	CSO's comments on pending documents (Second Vetting):	Date:	
Final check; and endorsement			

iv	CJO Name:	Date Received:
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PLEASE ENSURE THAT ALL DOCUMENT SUBMITTED ARE IN ENGLISH ONLY AND INCOMPLETE APPLICATION WILL NOT BE ACCEPTED.