



Ministry of Education

EMPLOYMENT NEW ENTRANT *CHECKLIST

In accordance with Education (Amendment) Rules of 2012, the following documents are needed to complete the employment process. Please forward immediately.

- Teacher's License
- Draft Contract Form
- Original** Transcript (*sealed by institution*)
- Certified** Copy of Degree/Diploma
- Social Security Card
- Birth Certificate
- Medical Certificate
- Police Record
- Marriage/Divorce Certificate (*where applicable*)

*** Teacher being recommended for first official employment/ initial entry into teaching service .**

NOTE: ALL copied Documents must be certified by a Justice of the Peace or Notary Public & ALL Documents in foreign languages must be accompanied by an official English translation