



THE INTERNATIONAL SCHOOL OF PORT OF SPAIN

Welcome to The International School of Port of Spain and your new adventure in the Republic of Trinidad and Tobago.

Please read the following instructions on filling out the Work Permit form, and the additional documents that need to be submitted in support of your work permit application.

- *Complete the Work Permit form (from Q1 to Q23), sign and return it with the following supporting documents:*
 - Police character certificate/country clearance certificate, which should be no more than 6 months old. You will need to get the above for the country in which you currently reside and also from those countries you have resided in for the last 5 years.
 - US Citizens/Residents: You also need to submit an FBI fingerprint report together with a copy of the fingerprint card,
 - Canadian Citizens/Residents: You also need to submit a fingerprint report together with a copy of the fingerprint card from the RCMP.
 - A copy of your passport bio-data page
 - One copy each of your educational certificates
 - 3 passport photos
 - 2 written professional references, which must not be more than 6-months old, on an official letterhead and signed by your referrer
 - An updated CV

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CONFIDENCE EXCELLENCE INTEGRITY