



IMMIGRATION REGULATIONS, 1974

APPLICATION FOR A WORK PERMIT OR AN EXTENSION OF A WORK PERMIT

To: The Permanent Secretary, Ministry of National Security

- Note: Applicants wishing to employ persons are requested to submit in respect of the respective employee one (1) original and seven (7) completed copies of this form to the Permanent Secretary along with the following:
- (a) the official receipt of the Comptroller of Accounts evidencing payment of the fee payable on application for a work permit;
 - (b) three (3) photographs of the prospective employee;
 - (c) a police certificate with respect to the previous five (5) years;
 - (d) two (2) written character references, one (1) of which must be from the last employer; and
 - (e) in cases of extension, proof that all income tax due, has been paid.

EMPLOYEE DETAILS (Prospective Employee)

1. Full Name

Title Mr. Mrs. Miss

First Name

Last Name

Middle Name

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2. Date and Place of Birth

Date

Town

Country

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yyyy	mm	dd															
mm	dd																

3. Present Nationality

4. Previous Nationality

5. Passport No.

Date of Issue

yyyy	mm	dd	

Town/State of Issue

Country of Issue

6. Particulars of any change of name

Deed Poll Name

Deed Poll Date

yyyy	mm	dd	



7. Permanent Address

Street Address (line 1)

Street Address (line 2)

Town

State/Province

Postal Code

Country

8. Marital Status Married Single Separated Divorced Widowed

9. Full Name of Wife/Husband Wife Husband Not Applicable

Full Name

10. Particulars of Children

Name	Date of Birth (yyyy-mm-dd)	Place of Birth	Nationality	Passport No.	Place of Issue	Date of Issue (yyyy-mm-dd)

11. Profession or occupation to be followed in Trinidad and Tobago

12. State job experience, including on-the-job training



13. Whether accompanied by wife/husband Wife Husband

14. Whether accompanied by children Yes No

15. Date of arrival/intended arrival in Trinidad and Tobago (in relation to present application) Date

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yyyy mm dd

16. Local Residential Address

Street Address (line 1)

Street Address (line 2)

Town

State/Province

Postal Code

Country

17. Particulars of employment during the past five (5) years:

Employer	Employer's Address	Position Held	Duration of Employment (yyyy-mm-dd)		Reason for Termination
			From	To	



18. Place/places of residence during the last ten (10) years preceding the application giving dates of such residence in each country:

Country	Duration of Residence	
	From (yyyy-mm-dd)	To (yyyy-mm-dd)

19. Particulars of income assured while employed in Trinidad and Tobago, (state salary, commission and other benefits):

Base Salary \$TT	Other Allowances (Total) \$TT	Total Salary \$TT

20. SCHOOLS/UNIVERSITIES ATTENDED

Institution	Dates		Degrees/Diplomas/Certificates Obtained	Dates Awarded (yyyy-mm-dd)
	From (yyyy-mm-dd)	To (yyyy-mm-dd)		
Secondary/ High School				
University				
Other Courses				

21. Will the applicant be self-employed: Yes No

If to be self-employed, give particulars of intended business on a separate sheet including financial circumstances with documentary support and business references).



22. Has the prospective employee ever been deported or required to leave any other country? Yes No

23. State offences (other than traffic offences) of which applicant has been convicted, if any, and give the date of conviction in each case.

Offence	Date of Conviction (yyyy-mm-dd)

I,

hereby declare that the foregoing particulars are true and correct.

Date

				-			-		
<i>yyyy</i>					<i>mm</i>			<i>dd</i>	

Signature of Employee

EMPLOYER DETAILS

24. Capital formation of company including:

- (a) percentage of capital owned by Nationals of Trinidad and Tobago %
- (b) percentage of capital owned by Non-Nationals of Trinidad and Tobago who are residents %
- (c) whether subsidiary or affiliate of foreign-based company, and if so, name of parent company. Subsidiary Affiliate

If yes, please state the name of the parent company:



31. Description of Programme instituted by Company to train Nationals to fill the post for which this work permit is required:

32. Statement by employer as to what steps he has taken including advertisements in the Trinidad and Tobago daily newspapers and in the newspapers in foreign countries where there are large concentrations of nationals of Trinidad and Tobago to secure the services of a national of Trinidad and Tobago to perform the duties for which this application is made and with what results:

33. I hereby declare that all the particulars in paragraphs 24-33 of this application are correct and true. If a visa is required in addition to this work permit, I hereby make application for the said visa.

Date

yyyy - mm - dd

Signature of Employer

Street Address (line 1)

Street Address (line 2)

Town

State/Province

Postal Code

Country

N.B.- (i) If the above space is insufficient the requested information can be attached on a separate sheet;
(ii) One copy of each newspaper containing the advertisement referred to in paragraph 32, and photostats of diplomas, certificates, etc., should be forwarded with this application.

