



APPLICATION TO BE RELEASED FROM OBLIGATORY SERVICE

Instructions

- I. The process for Releasing a Scholar from Obligatory Service is governed by the Policy on 'Placement and Employment of Government SCHOLARS.' Before completing this form, please carefully review the Policy to ensure that you satisfy all the requirements for a Release from Obligatory Service to be considered.

- II. Release from Obligatory Service may be granted provided that all of the following conditions are met:
 - i. The Ministry responsible for SATD is unable to offer employment in accordance with the particulars of the course of study in which the scholar was engaged.
 - ii. The scholar has been unable to secure employment locally, in accordance with the particulars of their course of study for a period of eighteen (18) consecutive months or more.
 - iii. The scholar of his/her volition can demonstrate, to the satisfaction of the Ministry of Public Administration, that he/she has unsuccessfully conducted a reasonable search for employment, in accordance with the particulars of their course of study, or other opportunities in Trinidad and Tobago.

- III. Please note that all required supporting documents must be scanned and uploaded as part of the application.

SECTION A: SCHOLAR INFORMATION

First Name:		Surname:	
Date of Reporting:		Duration of Time Since Reporting: (Must be 18+ months)	
Type of Scholarship awarded:			
Academic Institution:		Country of Study:	
Course of Study pursued:			
Degree Level:	<input type="checkbox"/> Bachelor's	<input type="checkbox"/> Master's	<input type="checkbox"/> Doctorate Other: _____
Contact Number:		Email address:	
Total No. of Years of Obligatory Service:		Duration of Obligatory Service completed:	
Duration of Obligatory Service still outstanding:			

SECTION B) Current Employment: where applicable *(Please attach the Job Description and Job Letter)*

Organisation / Company Name:			
Job Title:			
Type of Employment:	Permanent <input type="checkbox"/>	Contract <input type="checkbox"/>	Short Term <input type="checkbox"/> Other: _____
Period of Employment:	Start Date:	End Date (if applicable)	
Summary of responsibilities:			



SECTION C) Employment History – Please indicate all places of employment subsequent to reporting to the SATD. Kindly attach Job Letters and Job Descriptions.

Ministry / Organisation / Agency	Job Title	Period of employment	
		Start Date	End

SECTION D) Kindly list all the organisations for which you applied for employment since reporting to the SATD.

Please note that you must attach evidence of the applications being received by the relevant organisation, for instance: email responses etc.

Name of Organisation / Contact Person	Date of Application	Position for which Application was submitted	Response by Organisation	Current Status	Evidence	
					YES	NO
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

SECTION E) DECLARATION

I, _____ hereby request that I am released from my obligation to serve the GoRTT and to serve within Trinidad and Tobago.

I confirm that I have been resident in Trinidad and Tobago for at least 18 months after reporting and I am unable to obtain suitable employment within my area of study.

I confirm that the information provided above and all the attachments are true and correct. I acknowledge that any false information provided or any relevant information deliberately withheld, may result in the immediate withdrawal of approval.

Applicant’s Signature: _____ Date: _____

NB: Please note that you must scan and upload all the required documents before your application can be processed.