



Guidelines for submitting electronic applications for vacancies within the Public Service



Table of Contents

- Introduction 1
- Starting the Application Process 1
 - Permanent/Appointed Officers 1
 - Required Documents:* 1
 - Temporary Officers and the General Public 2
 - Required Documents:* 2
- Submission of Applications..... 2
 - Attachments (application form and supporting documents) 2
 - Permanent/Appointed Officers* 3
 - Temporary Officers* 3
 - General Public*..... 3
- Important to note 4

Introduction

The following guidelines are provided by the People Resourcing and Compliance Directorate to ensure that the submission of your application for the post to which you are applying reaches us.

You are strongly encouraged to read these guidelines prior to starting your application process.

Starting the Application Process

Permanent/Appointed Officers

Officers who have already been appointed in the public service should complete the SC35 form, which can be found at the following link:

https://mps.gov.bb/People_Resourcing/pdfs/SC35_ApplicationForm.pdf

1. Please ensure that the form is completed in its entirety.
- 2. This form must be signed by the Permanent Secretary/Head of Department prior to submission to the Ministry of the Public Service.**
3. Any application which has not been signed by the Permanent Secretary/Head of Department would be deemed incomplete and will be returned for signature. You are therefore encouraged to start the application process in good time to allow for submission through your parent ministry.

Required Documents:

- Most current completed PRDS Report
- Up-to-date curriculum vitae.

Temporary Officers and the General Public

Officers who have never been appointed in the public service and members of the general public should complete the SC21 form, which can be found at the following link:

https://mps.gov.bb/People_Resourcing/pdfs/SC21_Application_Form.pdf

Please ensure that the form is completed in its entirety.

Required Documents:

- Most current completed PRDS Report (for temporary public officers only)
- Up-to-date curriculum vitae.
- 2 recent testimonials (for general public only)

Submission of Applications

All application submissions should be emailed to vacancy@mps.gov.bb.

In the subject line of the email, place the following information:

Lastname-Firstname_NRN_Post Applied For

for example, *Doe-Jane_20000505-9999_Clerical Officer*

Attachments (application form and supporting documents)

Rename all attachments using the convention outlined below:

Lastname-Firstname_NRN_Post Applied For_1

The number at the end will change depending on the number of attachments, so for example, in submitting the required documents:

Permanent/Appointed Officers

| | |
|-----------------------|--|
| Application form: | <i>Doe-Jane_20000505-9999_Clerical Officer_1</i> |
| Completed PRDS Report | <i>Doe-Jane_20000505-9999_Clerical Officer_2</i> |
| Curriculum vitae | <i>Doe-Jane_20000505-9999_Clerical Officer_3</i> |

Temporary Officers

| | |
|-----------------------|--|
| Application form: | <i>Doe-Jane_20000505-9999_Clerical Officer_1</i> |
| Completed PRDS Report | <i>Doe-Jane_20000505-9999_Clerical Officer_2</i> |
| Curriculum vitae | <i>Doe-Jane_20000505-9999_Clerical Officer_3</i> |
| Testimonials (2) | <i>Doe-Jane_20000505-9999_Clerical Officer_4</i> <i>Doe-Jane_20000505-9999_Clerical Officer_5</i> |

General Public

| | |
|-------------------|--|
| Application form: | <i>Doe-Jane_20000505-9999_Clerical Officer_1</i> |
| Curriculum vitae | <i>Doe-Jane_20000505-9999_Clerical Officer_2</i> |
| Testimonials (2) | <i>Doe-Jane_20000505-9999_Clerical Officer_3</i> |

Important to note

1. Public Officers, appointed or temporary, should not hand deliver applications as all submissions must be routed through the parent Ministry.
2. It is not necessary at this stage to submit copies of your certifications.