



MINISTRY OF LABOUR AND SMALL ENTERPRISE DEVELOPMENT  
ON-THE-JOB TRAINING PROGRAMME

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Website: [ojtonline.org](http://ojtonline.org)

ASSUMPTION OF DUTY FORM

Date: \_\_\_\_\_

ATTENTION: \_\_\_\_\_  
(Name of Placement Monitoring and Evaluation Officer at Regional Office)

(Please Tick Appropriately)

Central ☐

West ☐

East ☐

South ☐

Tobago ☐

**RE: ASSUMPTION OF DUTY ON-THE-JOB-TRAINING**

Please be informed that I, \_\_\_\_\_ have assumed my On-the-Job  
Training duty at \_\_\_\_\_ (BLOCK LETTERS) located at \_\_\_\_\_  
on \_\_\_\_\_ as an \_\_\_\_\_ for  
the period \_\_\_\_\_ to \_\_\_\_\_

TRAINEE NAME: \_\_\_\_\_  
(Please Print in Block Letters)

\_\_\_\_\_  
Signature of Trainee

Name of Authorized Personnel at Organization: \_\_\_\_\_

Signature of Authorized Personnel at Organization: \_\_\_\_\_

Organization Stamp:

FOR OFFICIAL USE ONLY

Received by: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Sample Assumption Of Duty Letter

**LP Steffe**



## **Sample Assumption Of Duty Letter:**

Special Needs Trusts Kevin Urbatsch, Jessica Farinas Jones, 2021-10-05 Leave money to a loved one with a disability without losing benefits Use a special needs trust to provide financial security for your child or anyone with a disability without jeopardizing important government benefits Funds in a special needs trust when used correctly do not count against eligibility for benefits and can be spent to improve the quality of your child's life This book provides everything you need to know about special needs trusts whether you make one yourself with this book or have an attorney draft one for you The authors explain how special needs trusts work the trustee's role ways to pass important information to successor trustees the pros and cons of joining a pooled trust     **Legal Guide for Teachers and School Administrators** Francisca Usen, 2000

**Federal Register**, 2007-10     **101 Sample Write-Ups for Documenting Employee Performance Problems** Paul Falcone, 2010-03-24 Whether you're addressing an initial infraction or handling termination worthy transgressions you need to be 100 percent confident that every employee encounter is clear fair and most importantly legal Thankfully HR expert Paul Falcone has provided this wide ranging resource that explains in detail the disciplinary process and provides ready to use documents that eliminate stress and second guessing about what to do and say Revised to reflect the latest developments in employment law the third edition of 101 Sample Write Ups for Documenting Employee Performance Problems includes expertly crafted easily customizable write ups that address sexual harassment absenteeism insubordination drug or alcohol abuse substandard work email and phone misuse teamwork issues managerial misconduct confidentiality breaches social media abuse and more With each sample document also including a performance improvement plan outcomes and consequences and a section of employee rebuttal it's easy to see why over 100 000 copies have already been sold making life for managers and HR personnel significantly easier when it comes to addressing employee performance issues     House documents, 1889     Senate documents, 1889     The Encyclopædia of Evidence Edgar Whittlesey Camp, John Finley Crowe, 1906     Corporate Sentencing Guidelines Jed S. Rakoff, Jonathan S. Sack,     *Optics Letters*, 1992     *Who's Listening?* Robert J.E. Silvery, 2016-10-14 This book first published in 1974 is the story of BBC Audience Research a behind the scenes activity that has always been the subject of some curiosity It describes the early tentative experiments designed both to develop ways of applying the techniques of social research to broadcasting and to win the confidence of BBC staff The way World War II which deprived programme planners of many of their familiar landmarks acted as a fillip to audience research which emerged at the end of the war as an established and accepted adjunct to broadcasting is described in detail

**Annual Report of the Secretary of the Treasury on the State of the Finances for the Year ...** United States. Department of the Treasury, 1887     **The Internal Revenue Record and Customs Journal**, 1872     **Mining Reporter**, 1902     **Institutions for the Aged and Chronically Ill** Elmer Earl Bryant, 1965     **Hearings** United States. Congress. House. Committee on Veterans' Affairs, 1964     *Proposed Modifications to the Harmonized Tariff Schedules of the United*

*States Addendum, Inv. 1205-6* ,      **Food & Sanitation** ,1895      **Annual Report of the Secretary of the Treasury on the State of the Finances [with Accompanying Tables]**. United States. Department of the Treasury,1887      **California Acoustic Thermometry of Ocean Climate (ATOC) Program and Marine Mammal Research (MMRP) Program, Monterey County** ,1995      **American Economist and Tariff League Bulletin** ,1908

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