



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

Corner Chaguana's Main Road and Connector Road, Chaguana's

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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:

.....
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Received by: _____ Signature: _____

Date: _____



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J Ma



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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
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