



Jamaica Civil Service Association

10 CALEDONIA AVENUE, KINGSTON 5

Tel: 876-968-7087 | Website: www.jacisera.org | Email: jcsasecretariat@jacisera.org

PEP-IN UP GRANT FOR MEMBERS' CHILDREN

Parent's Information

- 1. Applicants First Name: _____
- 2. Applicants Last Name: _____
- 3. Applicants Middle Name: _____
- 4. J.C.S.A. Membership Number / TRN: _____
- 5. Mobile Number: _____
- 6. Work Number: _____
- 7. Home Number: _____
- 8. Email Address: _____
- 9. Ministry/Department/Agency Employed: _____
- 10. Job Post/Title & Grade: _____
- 11. Employment Status (*Permanent / Temporary / Contract*): _____
- 12. Date of Employment to the Public Service (*dd/mm/yyyy*): _____
- 13. Applicant Address: _____

Child / Beneficiary Information

- 14. Child's First Name: _____
- 15. 15. Child's Last Name: _____
- 16. Child's Middle name: _____
- 17. Child's TRN: _____
- 18. Date of Birth (*dd/mm/yyyy*): _____
- 19. Gender: _____

Student Educational Institution Information

- 20. Name of Educational Institution: _____
- 21. Student I.D. Number: _____
- 22. Educational Institution's Address: _____
- 23. Educational Institution's Contact Number: _____
- 24. Parent's Banking Information
 - Name on Account: _____
 - Name of Bank: _____
 - Account Number: _____
 - Type of Account: _____
 - Account Branch: _____
- 25. Departmental Representative Name: _____
- 26. Departmental Representative Signature: _____

The intake period shall be **July 1, 2026 - July 31, 2026**. All forms should be delivered to the Secretariat no later than **July 25, 2026. (Late applications will not be accepted.)**

Declaration By Parent

I hereby declare that the information on this form is to the best of my knowledge true, correct, complete. I acknowledge that any false information provided, or any relevant information deliberately withheld, may result in the immediate disqualification of my child under the programme.

I Accept: ☐ I do not Accept: ☐

Parent Name: _____

Witness: _____ Date: _____

For Official Use Only

Data Protection Disclaimer

- Enrolment Letter ☐
- Copy of Parent ID ☐
- Job Letter ☐
- June and July Payslips ☐
- Child School Report ☐
- Copy of Child Birth Certificate ☐

The information collected will be protected and handled in accordance with the Data Protection Act and the JCSA Data Privacy Policy. We are committed to ensuring the confidentiality and security of your personal data and will use it solely for the purposes for which it was provided.

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