

**Employment Application Form**

Applications must be submitted by the deadline indicated in the job posting. Incomplete applications, or applications received after the published deadline will not be considered. When manually filling out the form, please use black ink and submit to:

**Ms Donna Frederick – Human Resources Manager**

**Trinidad and Tobago Police Credit Union**

**Flagship Centre**

 **33 – 35 Eastern Main Road**

**Barataria**

**Please note:** Candidate information is considered confidential and used only for the purpose of evaluating applicants for the position. As such, job applications and supporting documents will be shared only as required for the hiring process.

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| **Title of Position**  |  | **Vacancy Number**  |  |

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| How did you find out about this vacancy? Please indicate:□ Referred By Friend □Newspaper Ad □Job Fair□Referred By Current Employee/Member □Online Job Posting□Other (please explain) |  |

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| **1. PERSONAL DETAILS**  |
| Surname |  | City of Birth |  | Date of Birth |  | Gender(M/F) |  |
| First Name  |  | Present Nationality |  | Nationality at Birth |  |
| Title  |  | Any other names by which you areknown |  | National InsuranceNumber |  |
| Current Address | Mailing Address (if different) |
|  |  |
| Input your address history for the past 10 years, include duration (month and year)**:** |
| E-mail: |  |
| Telephone Home: |  |
| Telephone Work: |  |
| Mobile: |  |
| **2. EMPLOYMENT HISTORY & ACHIEVEMENTS** |
| Please give details of all jobs held including part time and unpaid work, starting with your current or most recent employer. |
| **Name and full address of employer; nature of business.** | **Job title(s); key responsibilities & key achievements** | **Duration of employment and reason for leaving** (include your start and end dates**).** |
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| **3. EDUCATIONAL HISTORY & ACADEMIC ACHIEVEMENTS** |
| Please list all qualifications with the highest level first (e.g., PhD, Degree, A Levels/CAPE, then O Levels/CSEC). |
| **Educational Establishment**(School, college, university) | **Subjects Studied, Qualifications & Grades Attained** (including achieved and anticipated grades) |
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| **5. PROFESSIONAL QUALIFICATIONS / MEMBERSHIPS** |
| Please list any professional qualifications and detail membership of any professional bodies. |
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| **6. PERSONAL DEVELOPMENT** |
| Please provide details of any training / courses or voluntary work that you believe is relevant to the role. |
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| **7. IT SKILLS & EXPERIENCE** |
| Many of our roles demand computer and IT proficiency. Please describe in detail your level of IT expertise and experience. |
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| **8. OTHER SKILLS** |
| Languages spoken/written (please indicate level of competence). |
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| **9. SUITABILITY FOR THE ROLE**  |
| Please respond to one of the following two questions: *a) With reference to the competencies listed in the job description, please state the extent to which you meet the requirements of the role.* *Or* *b) Describe how your knowledge, skills and experience will enable you to excel in the role. Significant achievements, as well as your methods for accomplishing both professional and personal goals are of particular interest to us.* |
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| **10. GENERAL & OTHER INFORMATION** |
| **a) Driving** |  |  |  |  |
| Do you hold a current driving licence? | YES |  | NO |  |
| If you have any demerit points on your driving permit or driving convictions, including any cases that are still pending please provide details below. |
| **b) Relocation / Travel** |
| If the job requires it |
| i) Are you willing to relocate? | YES |  | NO |  |
| ii) Are you willing to travel? | YES |  | NO |  |
| **c) Interview Assistance** |  |  |
| Should you be invited to interview, we aim to ensure that all applicants are provided with equal opportunities during the recruitment process. If you require a reasonable adjustment to be made to allow you to fully participate in the recruitment process, please detail this information on a separate document and submit with your application.  |  |
| **d) Previous applications** |  |
| Have you made an application to this organisation before? | YES |  | NO |  |  |
| If yes, please provide details |  |  |
| **e) Public Service Commitments** |
| Do you have armed/national service or public duty commitments? | YES |  | NO |  |
| If yes, please provide details: |   |
| **f) Eligibility to Work in Trinidad & Tobago**  |
| Are you currently eligible to work in T&T? |  YES |  | NO |  |
| **g) Criminal Convictions** |
| Have you ever been convicted of a criminal offence? | YES |  | NO |  |
| If yes, please give details.  | Date: Nature of Judgement:Status:  |
| **h)** Are there any judgement(s) against you?  |  | YES |  | NO  |  |
| If yes, please give details.  | Date: Nature of Judgment: Status:  |
| 1. Do you have any summonses pending?
 |  |  YES |  |  NO  |  |
| If yes, please give details. | Date: Nature of Judgement:Status: |
| **j)** Are you a party to any litigation that is now active or pending? |  | YES |  | NO  |  |
| If yes, please give details. |  |
| **k)** Do you own stock/shares in any organizations? |  |
| If yes, please give details. | Company Name: Class of Share: Quantity Held: Beneficiary Held:  |
| **l) References** |
| Please provide two references – one should be a professional reference. |
| 1. Name |  | 2. Name |  |
| Address |  | Address |  |
| Telephone no. |  | Telephone no. |  |
| E-mail |  | E-mail |  |
| Occupation |  | Occupation |  |
| I give/do not give permission for references to be contacted prior to receiving an employment offer (delete as relevant). |
| **11. DATA PROTECTION STATEMENT** |
| You grant permission for the processing of sensitive personal data by signing this application form. |
| **12.DECLARATION** |
| The details on this Application Form are true and correct to the best of my knowledge. I understand, accept and agree that if any information I have provided on this Application is subsequently found to be false, or if I knowingly withhold information that is considered relevant and or in direct contravention of the information I have provided herein, I may be summarily dismissed.  |
| Signed: |  | Date: |  |
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**Equal Opportunities Monitoring Form**

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|  **DIVERSITY MONITORING INFORMATION** |
| Completing this section is optional. However, we are keen to ensure that we attract and recruit a diverse workforce. Diversity monitoring information about your ethnic or racial origins or religious or philosophical beliefs is called ‘sensitive personal data’. This sensitive information will be used for monitoring purposes only and will not be used in deciding your suitability for the job at any stage of the selection or shortlisting process.  |
|  |
| Age |  | Gender |  | Marital Status |  |
| Ethnic origin (relates to a sense of identity/belonging based on race/culture. I would describe myself as Please tick the boxes which most closely describes you |
| **A Black**  |
|  |  |  |  |  |  |
| **B East Indian**  |
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| **C Mixed** |
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| **D Chinese**  |
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| **E White** |
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| **F Other (please indicate)** |
| Do you consider yourself to be disabled YES / NO**DEFINITION** A person is said to have a disability, if a physical or mental impairment has a significant and long-term negative impact on their capacity to carry out daily tasks. |  |
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| By stating YES in the box, you will be giving your consent to the processing of the sensitive information you have supplied in this section.Declaration: I have read and understood the data protection information above and agree and consent to the processing of the information that I have supplied about me. |  |
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