



## EMPLOYMENT APPLICATION FORM

Please submit your application by the deadline specified in the job posting. Late applications may not be considered.

If selected for a position, depending on the role, your employment may be subject to local policy requirements, which could include pre-employment drug screening, medical fitness evaluations, and background checks.

**Job Title**

### PERSONAL DETAILS

How did you hear about this position?

- Newspaper
- Internet/Job Board
- Social Media
- Recruitment Agency/Professional Association
- Someone contacted me about the role

Have you ever been employed by PCU?

- Yes
- No

**Given/First Name**

**Middle Initial**

**Family/Last Name**

**Please list any other names you are known by or prefer to be called.**

**Date of Birth**

*dd/mm/yy*

**Gender**

- M
- F

**Current Citizenship**

**Nationality at Birth**

**Provide one form of government issued identification.**

Passport

Drivers' License

National ID

**Current Address**

**Mailing Address**

**Please list your previous addresses over the past 10 years (if different from above).**

## Email Address

Home Phone  
Mobile Phone  
Work/Other Phone

Identify the person(s) to be contacted in case of emergency.

### Primary Emergency Contact

First Name Surname  
Relationship to Applicant Phone

### Emergency Contact

First Name Surname  
Relationship to Applicant Phone

## WORK EXPERIENCE

Please provide details of your work history, including part-time and unpaid positions. This information will be used to assess your work experience and skills. Start with your most recent job.

Company & Job Title Nature of Business Start Date End Date Responsibilities & Achievements Reason for Leaving

## EDUCATION & PROFESSIONAL SKILLS

### Highest Education Level

Primary  Secondary  Tertiary

Please list all qualifications with the highest level first (e.g. PhD, Degree, A Levels, O Levels). Include any expected results as well as technical/vocational education.

Qualification/Certification	Field of Study	University/School	Start Date	End Date
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Qualification/Certification	Field of Study	University/School	Start Date	End Date
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### Professional Qualifications/Memberships

Please provide details for each professional qualification and membership. This information will be used to assess your skills and experience related to the job.

Membership or Qualification	Certification Body	Date Obtained
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### Honours & Awards

List honours and awards from any professional, national, civic or other recognised bodies.

Honour/Award	Grantor	Date Received
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### Personal Development

Please list any training, courses, or voluntary work that you believe is relevant to this position.

### Information Technology Skills & Experience

Please describe your IT skills, certification and experience.

### Other Skills

Please list any additional skills or abilities (e.g. foreign languages, data analysis, public speaking, project management, mediation, customer service) that you believe would be relevant to this position.

**Suitability for the Role**

Please provide specific examples of how your skills and experience align with the key competencies outlined in the job description. Provide specific examples of your accomplishments that demonstrate your ability to excel in this role. For instance, instead of saying "I have strong leadership skills," provide an example of a time you led a team to achieve a specific goal and the positive outcome.

**ADDITIONAL INFORMATION**

<b>a) Driving</b>				
Do you hold a current driving licence?	YES		NO	
Please give details of any demerit points or driving convictions, including any pending convictions.				
<b>b) Relocation / Travel</b>				
If the job requires it:				
i) Are you willing to relocate?	YES		NO	
ii) Are you willing to travel?	YES		NO	
<b>c) Interview Assistance</b>				
Are there any adjustments that may be required to be made should you be invited to interview? If yes, please give details:				
<b>d) Previous applications</b>				
Have you made an application to this organisation before?	YES		NO	
If yes, please provide details				
<b>e) Public Service Commitments</b>				
Do you have armed service/public duty commitments?	YES		NO	
If yes, please give details:				
<b>f) Eligibility to Work in Trinidad &amp; Tobago</b>				
Are you currently eligible to work in T&T?	YES		NO	
<b>g) Criminal Convictions</b>				
Have you ever been convicted of a criminal offence?	YES		NO	
If yes, please give details.		Date:		
		Nature of Judgement:		
		Status:		

<b>h)</b> Are there any judgement against you?		YES		NO	
If yes, please give details.	Date: Nature of Judgment: Status:				
<b>i.</b> Are there any summonses against you?		YES		NO	
If yes, please give details.	Date: Nature of Judgment: Status:				
<b>j)</b> Are there threatening or pending litigation to which you are a party?		YES		NO	
If yes, please give details.					
<b>k)</b> Do you have Shareholding in any institutions?					
If yes, please give details.	Company Name: Class of Share: Quantity Held: Beneficiary Held: Company Name: Class of Share: Quantity Held: Beneficiary Held:				
<b>l) References</b>					
Please provide the names, job titles, contact information, and email addresses of two professional references, one of whom should be your current employer.					
1. Name		2. Name			
Organisation		Organisation			
Telephone no.		Telephone no.			
E-mail		E-mail			
Occupation		Occupation			
<b>I give</b> <input type="radio"/> <b>do not give</b> <input type="radio"/> my authorisation to contact the references I have provided to obtain information relevant to my suitability for the position. I understand that this may occur prior to an offer of employment being made.					

### DATA PROTECTION STATEMENT

By submitting this application, you consent to the processing of your personal data, including sensitive personal data, such as your health information, for the purpose of assessing your suitability for employment.

### APPLICANT DECLARATION

I declare that the information provided in this application form is true, accurate, and complete to the best of my knowledge and belief. I understand that any misrepresentation or omission of material facts may result in my application being rejected, the offer being withdrawn or, if employed, my dismissal.

Date:

Signature:

## DIVERSITY & INCLUSION

We are an equal opportunity employer and value diversity in our organisation. We do not discriminate on the basis of race, religion, colour, national origin, sex, gender, sexual orientation, age, marital status, socioeconomic status, or disability. Individuals with accessibility needs may request accommodations related to our recruitment process (e.g., accessing the job application, completing assessments or participating in interviews). To request accommodations, please contact our Human Resources Department.

**Completing this section is optional.**

At PCU, we are committed to creating a diverse and inclusive workplace. The diversity monitoring information you provide, such as your ethnicity, race, religion or belief, is considered **sensitive personal data**.

**This information will only be used for monitoring purposes and will not impact your application or selection process in any way.**

**Age**

**Marital Status**

### **Ethnic Origin**

Please select the ethnic group(s) that best describe your cultural identity:

- African descent
- East Indian descent
- European descent
- Chinese descent
- Middle Eastern descent
- Indigenous descent
- Mixed
- Hispanic/Latin American descent

**Do you consider yourself to have a \*disability or long-term health condition?**

- Yes
- No

If yes, please specify:

*(\*A physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.)*

### **Data Protection Declaration**

**By checking this box** , you confirm that you consent to the processing of your personal data, including any sensitive personal data you have provided. This information will only be used for statistical purposes and will not affect your application or selection process.

Please save or download this completed form and email it to [vacancy@policecreditunion.com](mailto:vacancy@policecreditunion.com) with the subject title **Branch Manager Vacancy**.