



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:

**PCU Plus Board of Directors
PCU Plus Limited
Trinidad and Tobago Police Credit Union Flagship
33 – 35 Eastern Main Road
Barataria**

Or submit electronically to vacancy@policecreditunion.com

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.

Title of Position		Vacancy Number	
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How did you find out about this vacancy? Please indicate:

<input type="checkbox"/> Referred By Friend <input type="checkbox"/> Newspaper Ad <input type="checkbox"/> Job Fair <input type="checkbox"/> Referred By Current Employee/Member <input type="checkbox"/> Online Job Posting	<input type="checkbox"/> 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 are known		National Insurance Number			
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).

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)

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.

7. IT SKILLS & EXPERIENCE

Many of our roles demand computer and IT proficiency. Please describe in detail your level of IT expertise and experience.

8. OTHER SKILLS

Languages spoken/written (please indicate level of competence).

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	
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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	
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ii) Are you willing to travel?	YES		NO	
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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	
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If yes, please provide details

e) Public Service Commitments

Do you have armed/national service or public duty commitments?	YES		NO	
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If yes, please provide details:

f) Eligibility to Work in Trinidad & Tobago

Are you currently eligible to work in T&T?	YES		NO	
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g) Criminal Convictions

Have you ever been convicted of a criminal offence?	YES		NO	
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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:				
i) Do you have any summonses pending?		YES		NO	
If yes, please give details.	Date:				
	Nature of Judgment:				
	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			
Phone		Phone			
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

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	<input type="checkbox"/>	B East Indian	<input type="checkbox"/>	C Mixed	<input type="checkbox"/>	D Chinese	<input type="checkbox"/>
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.							
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.							