

EMPLOYMENT APPLICATION FORM

Private and Confidential

Our application form is divided into three separate sections: PERSONAL INFORMATION; COMPETENCY FORM and EQUAL OPPORTUNITIES MONITORING FORM. When your application is assessed, you will be selected on the basis of the COMPETENCY FORM. The PERSONAL INFORMATION and EQUAL OPPORTUNITIES MONITORING FORM will be detached on receipt and will be held by our HR Department for information and monitoring purposes only. These sections will not be seen by the interviewing panel.

Please complete all 9 pages accurately and clearly.

PLEASE WRITE CLEARLY IN BLACK INK

This form is available in a different format if requested.

PERSONAL INFORMATION

Position applied for Full-time Part-time

Where did you hear about this vacancy?

When would you be available to start? How much notice do you require?

If offered this position, will you continue to work in any other capacity? Yes No

If yes, please provide details

Surname Mr/Mrs/Miss/Ms/Other

Forenames

National Insurance number

Current home address including length of residence (please provide further details on a separate sheet if necessary)

Home address(es) during the last five years including length of residence (please provide further details on a separate sheet if necessary)

Contact details (please tick box to indicate your preferred contact detail) Home Business Mobile

Email address

EMPLOYMENT INFORMATION

EMPLOYMENT GAPS

Please detail any gaps between employment or times when you were not working within the past ten years (please include periods of maternity leave, inability to work due to injury or illness, time taken off for travelling, etc).

Dates: From/To Day/Month/Year	Reason	Please give contact name and address of local Benefit Office or personal referee (NOT a relative), who can verify these details

REFERENCES

Please provide names and addresses of referees covering a continuous period of at least ten years up to the present date. One of your referees must be your present or most recent employer or educational establishment. The others should be from previous employers and/or educational establishments (please provide further details on a separate sheet if necessary).

Please ensure that **THREE** references are given.

Referee 1	Referee 2	Referee 3
Name:	Name:	Name:
Job title/Position:	Job title/Position:	Job title/Position:
Company name:	Company name:	Company name:
Address:	Address:	Address:
Tel:	Tel:	Tel:
May we contact the above for reference purposes prior to the issue of an offer of employment? Yes <input type="checkbox"/> No <input type="checkbox"/>	May we contact the above for reference purposes prior to the issue of an offer of employment? Yes <input type="checkbox"/> No <input type="checkbox"/>	May we contact the above for reference purposes prior to the issue of an offer of employment? Yes <input type="checkbox"/> No <input type="checkbox"/>

QUALIFICATIONS AND TRAINING

Beginning with the most recent, please give details of any relevant qualifications/training, to include grades where applicable (please provide further details on a separate sheet if necessary). The Society will require certificates to be produced at interview.

Educational establishment/awarding body	Qualification gained, subject and grade	Membership of professional body, to include FSA Appointed Person status (if applicable)

DRIVING INFORMATION

Do you have a full current driving licence?

Yes No

(If you are invited to attend interview and your current driving licence is relevant to your application, please bring it with you)

Do you have any current convictions or endorsements on your driving licence?

Yes No

If yes, please provide details

Do you have your own transport?

Yes No

This information is requested so that we can assess your suitability for driving duties and ensure that we comply with our insurance obligations. We may be asked to disclose this to our insurers for inclusion in our car scheme (if applicable). There may also be occasions when you could be asked to drive Hinckley and Rugby Building Society vehicles for business purposes.

ADDITIONAL INFORMATION

Please only complete this section if you have additional information to provide relating to the personal information section of this form, including anything else relevant to the role that you would like us to be aware of.

COMPETENCY FORM

In this section you are asked to outline how your knowledge, skills and experiences meet the competencies required for this role. You should draw on your experiences from your current or previous roles or from other relevant situations (such as activities outside work).

REASON FOR APPLYING FOR THIS POST

Please give your reasons for making this application, detailing your main attributes, and state why you feel you should be offered the position that you are applying for

COMMUNICATION

Please give an example which demonstrates your ability to communicate effectively

PLANNING AND ORGANISING

Please describe a situation when you were required to plan and organise effectively

COMPETENCY FORM

TEAM WORK

Please give an example of when you have worked as part of a team and what you achieved as a result

CUSTOMER SERVICE

Please describe a time when you have provided excellent customer service

ACHIEVEMENTS

What do you consider to have been your greatest achievement and why?

COMPETENCY FORM

ADDITIONAL INFORMATION

Please only complete this section if you have additional information to provide, relating to the Competency Form.

FINANCIAL SERVICES REGULATIONS

Please answer the following questions:

- | | | |
|---|------------------------------|-----------------------------|
| 1. Have you ever had a County Court or Civil Court judgement registered against you? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. Have you ever defaulted or made late payments on any financial agreements? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. Have you ever entered into an Independent Voluntary Agreement? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4. Have you ever failed to repay debts or come to a compromise/settlement with your creditors? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 5. Have you ever been made bankrupt or insolvent/faced bankruptcy proceedings? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 6. Have you ever had your estate sequestrated (confiscated)? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 7. Have you ever had a mortgage on a property which has been in arrears, surrendered voluntarily or repossessed? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 8. Have you ever had any application/approval/authorisation to transact business in the financial services sector refused or revoked? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 9. Have you ever been disqualified as a company director? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 10. Have you ever been a director, secretary or partner of a financial services business that has ceased to trade, gone into insolvency, liquidation or administration? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 11. Have you ever been convicted of any offence that is not treated as spent under the Rehabilitation of Offenders Act 1974? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 12. Have you ever been dismissed from any office or employment? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 13. Are you currently under any disciplinary investigation by an employer, regulator, police, governing body or agency? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

IMPORTANT

If you have answered yes to any of the above questions, please provide information on a separate sheet of paper.

CONSENTS AND DECLARATIONS

If I am successful at interview stage, I consent to the Society applying for employment references, a credit reference search and CRB disclosure being carried out for the purpose of determining whether the information supplied in this application is accurate and at any point in the future as deemed necessary by the Society. I understand that if offered the position, employment will be subject to satisfactory employer references and the results of any other background checks that may be required, including a Financial Sanctions list check. (Please note that employment related credit searches are not logged by the credit reference agency and will therefore not affect your credit status.)

I consent to the information in this application and the information gained through or during any employment with the Society being held by the Society and its business partners for pension administration, statistical and analytical purposes (which may involve the Society forwarding details to other companies for research or statistical purposes) and employment administration purposes (which may include sensitive personal data as defined by the Data Protection Act). This information will be supplied to credit reference agencies and other organisations for the detection of fraud and other criminal activity. The information may be held by the Society for up to 6 years after any employment ceases with the Society.

I consent to information being obtained from third parties for the purpose of HR administration. I expressly consent to the holding of any medical evidence that may be required by the Society now or during any future employment with the Society.

I understand that if any details in this application change over any employment period with the Society, I must notify HR Department to ensure that the details the Society holds are accurate and I must inform the Society of any notifiable events that occur during my employment that are listed in this application.

I understand that it is my responsibility to notify the Society of any spent convictions that need removing from my file, if appropriate.

I understand that proof of any qualification will be requested if I am invited to attend for an interview.

Should I be unsuccessful, my details will be kept on file for six months, unless I specifically request that this should not be the case. I consent to the Society using these details to contact me if a suitable vacancy arises in the future.

I declare that to the best of my knowledge and belief, the information given in this application is correct and complete. I understand that if I am appointed, any of the following will render me liable to disciplinary action, which may include dismissal: (i) any false statement; (ii) failure to disclose medical information; (iii) failure to disclose any criminal convictions where required to do so.

VERIFICATION OF INFORMATION

I certify that all information which I have provided is correct to the best of my knowledge, and that:

- all questions relating to me have been accurately and fully answered
- I possess all the qualifications which I claim to hold
- I have read, and if appointed, am prepared to accept the conditions set out in the contract of employment and job description, and
- I understand that any false information given may result in a job offer being withdrawn, or if already appointed that my employment may be immediately terminated.

Signature:

Date:

Once the recruitment procedure is completed, all paperwork relating to the recruitment process will be stored (for six months) and then destroyed. If you are a successful candidate, relevant information may be taken from this form and used as part of your personnel record.

EQUAL OPPORTUNITIES FORM

This section of the Application will be detached on receipt and will be held by our HR department for information and monitoring purposes only. This section will be treated as confidential and will not be seen by the short listing panel or used as part of the selection process.

Hinckley and Rugby Building Society is committed to a policy of treating all its employees and job applicants equally. No employee or potential employee will receive less favourable treatment or consideration on the grounds of race, colour, religion, age, nationality, ethnic origin, sex, disability, marital status, religious belief, sexual orientation, gender reassignment or by virtue of being a civil partner.

To enable us to monitor the recruitment and selection process effectively, please answer the following questions as appropriate.

The HR Department will use this form for statistical purposes and retain it for **ONE** year. Your completion of this form would be greatly appreciated, however you are under no obligation to complete this form if you choose not to.

GENDER

Male Female Gender reassignment

MARITAL STATUS

Single Married/Civil Partner Divorced Widowed

Separated Other Please specify:

ETHNIC ORIGIN

White British Irish Other*

Mixed White and Black Caribbean White and Black Asian White and Asian
Other Mixed Background*

Black or Black British Caribbean African Other Black Background*

Asian or Asian British Indian Pakistani Bangladeshi
Other Asian Background*

Chinese or Other Ethnic Group Chinese Other Ethnic Group*
*Please specify:

Age Date of birth

Nationality

SEXUAL ORIENTATION

Bisexual Gay/Lesbian Heterosexual Prefer not to say

Other Please specify: