

**EMPLOYMENT APPLICATION FORM**

Please ensure you fully complete all sections of the application form accurately and clearly.  
 Please provide further details on a separate sheet if necessary.

Mr/ Mrs/ Miss/ Ms/ Other <i>(please supply)</i>	
Full name <i>(including any middle names)</i>	
Contact number	
Email address	
National insurance number	
Current home address <i>(including postcode and length of residence)</i>	
Home address(es) including postcodes during the last 5 years and length of residence	
Do you require a Work Permit to work in the UK?	
If yes, do you possess a valid Work Permit?	

Position applied for	
Full-time/ Part-time	
When would you be available to start/ Notice period?	
If offered this position, will you continue to work in any other capacity? <i>(if yes, please provide details)</i>	
Do you have any friends or relatives that are a current employee of the Society? <i>(if yes, please provide their name and relationship to you)</i>	

PRESENT EMPLOYMENT	
Name of employer	
Company address (including postcode)	
Current position held	
Start date of employment	
Reason for leaving	
Date of leaving (if applicable)	
Notice period	
Present salary and benefits	

PREVIOUS EMPLOYMENT (5 YEARS HISTORY)				
Dates: From/To Day/Month/Year	Company name and address	Job title	Reason for leaving	Salary on leaving

PERSONAL REFERENCE		
Please provide details of ONE individual that can provide the Society with a personal reference if required. The individual needs to have known you for a minimum of five years and cannot be a direct family member.		
Full Name	Contact details (including contact number and email address)	Relationship to you

EMPLOYMENT GAPS	
<i>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 illness or injury, time taken off for travelling etc.)</i>	
Dates: From/ To Day/ Month/ Year	Reason

**QUALIFICATIONS AND TRAINING**

*Beginning with the most recent, please give details of any relevant qualifications and training.*

Dates: From/To Day/Month/Year	Name and address of school/college/university	Subjects studied/ exams passed/ course attended	Grade	Date obtained

**REASON FOR APPLYING FOR THIS POST/ ADDITIONAL INFORMATION**

Please use this section to give additional information 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. Please also include your reasons for making this application, mentioning your personal and professional strengths, skills and experience you have gained.

**DRIVING INFORMATION**

This information is requested so we can assess your suitability for driving duties and ensure that we comply with our insurance obligations. We may be asked to disclose this information to our insurers for inclusion in our car scheme (if applicable).

Do you have a full UK driving licence?	
Do you have any current convictions or endorsements on your driving licence? If yes, please supply details	
Do you have your own transport?	

## FINANCIAL SERVICES REGULATIONS

*Please answer YES or NO*

**IMPORTANT – if you answer yes to any of the below questions, please provide information on a separate sheet.**

Have you ever had a County Court or Civil Court judgement registered against you?	
Have you ever defaulted or made late payments on any financial agreements?	
Have you ever entered into an Independent Voluntary Agreement?	
Have you ever failed to repay debts or come to a compromise / settlement with your creditors?	
Have you ever been made bankrupt or insolvent / faced bankruptcy proceedings?	
Have you ever had your estate sequestrated (confiscated)?	
Have you ever had a mortgage on a property which has been in arrears, surrendered voluntarily or repossessed?	
Have you ever had any application/ approval/ authorisation to transact business in the financial services sector refused or revoked?	
Have you ever been disqualified as a company director?	
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?	
Have you ever been convicted of fraud?	
Have you ever been dismissed from any office or employment?	
Are you currently under any disciplinary investigation by an employer, regulator, police, governing body or agency?	

## CONSENT AND DECLARATIONS

- If I am successful at interview stage, I consent to the Society applying for employment references, a credit search and DBS 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 result of any other background checks that may be required, including a Financial Sanctions list check. Please note, that employment regulated credit searches are not logged by the credit reference agency and therefore will 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 for 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). The information will be supplied to the 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 six years after any employment 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 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 for an interview.
- I understand that proof of identification/ eligibility to work in the UK will be requested if I am invited 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, during this time.
- 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 many include dismissal: any false statement, failure to disclose medication information and 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 and to the best of my knowledge and that all questions relating to me have been accurately and full answered, I possess all the qualifications which I claim to hold and 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.
- We comply with the General Data Protection Regulation (GDPR) and any other applicable data protection legislation. Our privacy notice sets out the basis on which any personal data we collect from you, or that you provide to us, will be treated. I agree that I have read Hinckley & Rugby Building Society's privacy notice which is located at <https://www.hrbs.co.uk/privacy/>.

Print name	
Sign	
Date	

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

Please check you have fully completed the application form and email this to [hr@hrbs.co.uk](mailto:hr@hrbs.co.uk)

Thank you for considering Hinckley & Rugby Building Society as your future employer!