

Application for Employment

PRIVATE AND CONFIDENTIAL

Please complete in BLOCK CAPITALS

Position applied for:

How did you hear of this vacancy?

A. PERSONAL PARTICULARS

Full Name: Mr/Ms/Mrs/Miss	
Current Address: Including length of residence (if under 5 years please provide previous address(s) on a separate sheet of paper)	Telephone Number (including STD Code) Home: Mobile: Business: (Tick box if you do not want to be contacted at work) <div style="text-align: right; margin-top: 10px;"><input type="checkbox"/></div>
E-mail address:	Applicants will be required to provide documentary evidence of their right to work in the United Kingdom if invited for interview.
N.I. Number:	Do you have the right to work in the United Kingdom? Yes/No

B. EDUCATION AND QUALIFICATIONS

QUALIFICATIONS: Please give details of examinations attempted and results (continue on a separate sheet if necessary)

Name(s) and Address(es) of School(s)/College(s)	Dates		Subject/Courses Studied & Level	Examination Result/Grade
	From	To		

FURTHER AND HIGHER EDUCATION: Please give details of all further and higher education since leaving school, including training courses and details of qualifications.

University/College/Institute Attended	Dates		Subjects Studied Type of Training	Qualifications Obtained
	From	To		

PROFESSIONAL BODY: Please state whether you are a member of any technical or professional association and, if so, which:

C. EMPLOYMENT HISTORY

Please list starting with the most recent, all the organisations for which you have worked during the last 10 years: Please explain any gaps in employment exceeding 2 weeks.

Name(s) and Address(es) of Employer(s)	Dates		Position Held/ Main Duties	Starting/ Leaving Salary	Reason for Leaving
	From	To			

D. SUPPLEMENTARY INFORMATION

Please give details of any experience, skill or achievements which you feel may be relevant in your application for employment. (Continue on a separate sheet if necessary)

Please give dates of any holidays arranged:

Do you have a current full driving licence? Yes / No

Does your licence have any current endorsements? Yes / No

If Yes, please give further information:

Do you have any commitments which might limit your working hours? Yes / No

If Yes, please give details:

Are there any special amenities/adaptations which would be required to enable you to attend an interview? Yes / No

If Yes, please give further information:

Are you willing to work overtime if required? Yes / No

Have you ever been convicted of a criminal offence? (which is not a spent conviction under the Rehabilitation of Offenders Act 1974 as modified by the Legal Aid, Sentencing and Punishment Act 2012) Yes / No

If Yes, please give further information:

Have you ever been bankrupt or insolvent or had a court order for non-payment of debt made against you? Yes / No

If Yes, please give further information:

How much notice are you required to give to leave your present employment?

Please list your interests, sports, hobbies, etc:

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

If Yes, please give further information:

E. REFERENCES

Please give the names and addresses of two referees who are not related to you, who we can approach for a confidential assessment of your suitability for this job. (One of these must normally be a previous employer)

Name, Position, Address and Telephone Number	Name, Position, Address and Telephone Number

DECLARATION OF APPLICANT

I confirm that the above information is correct and I accept that providing deliberately false information could result in my dismissal.

I agree that the Society reserves the right to require me to undergo a medical examination if considered appropriate following interview.

I understand that an application for a DBS certificate will be submitted in the event of me being offered the position.

I declare that I have not resigned or been dismissed from any previous appointment for any reason connected with any actual or alleged breach of rules of any regulatory body (e.g. FCA and PRA).

I consent to the Society using and keeping information I have provided on this application or elsewhere as part of the recruitment process and/or personal information supplied by third parties such as referees, relating to my application or future employment. I understand that the information provided will be used to make a decision regarding my suitability for employment and if successful the information will be used to form my personnel record and will be retained for the duration of my employment. If I am not successful, I understand that the Society will retain the form for as long as is deemed necessary and that the Society may use it to contact me in the event of there being any other vacancies for which I may be suitable.

Signed: _____ Dated: _____

Please ensure the declaration is signed and dated and send the completed application form together with your CV to:

The Resources Manager
 Earl Shilton Building Society
 22 The Hollow
 Earl Shilton
 Leicester
 LE9 7NB

FOR OFFICE USE ONLY

INTERVIEW RECORD

Interviewed by: _____	Date: _____
Comments/Areas to Examine: 	
Decision: (Tick as applicable)	Reject <input type="checkbox"/> Further Interview <input type="checkbox"/> Accept <input type="checkbox"/>
Interviewer's report and reasons for decision: 	
Rejection letter sent: Yes / No	

APPOINTMENT RECORD (To be completed where there has been an offer of employment).	
CONDITIONAL OFFER LETTER Date sent: Response: Acceptance/Refusal/No reply	REQUESTS FOR REFERENCES Date sent: Response: Good/Satisfactory/No Reply/Suspect/Unsuitable
MEDICAL/MEDICAL REPORT Date sent: Response:	RIGHT TO WORK IN U.K. Appropriate documentary evidence checked.
Starting Date: Salary:	Job Title: