

Application for employment

Guidelines for completing your application form.

Here are a few handy hints to make it easier for you to fill out our application for employment form correctly, and to make sure that your application has the best chance of success. *Good luck.*

Personal details

Surname: Please remember to tell us any previous names you may have had (maiden or married names).

Address: Please give your full postal address, including your postcode. We also need previous addresses from the last 5 years, so please make sure you complete the application checks section of the form. We ask for this information to undertake searches and checks on everyone wanting to work in the Society. Unfortunately, we're unable to accept applications from candidates NOT eligible to live and work in the UK.

Employment history

Be extra careful to check your dates of employment by looking back at your CV, as well as old P45s, pay slips or bank statements.

It's our policy to have information about all our employees' activities from the last 10 years; this includes employment, education, travel and any gaps of more than one month. Please provide all of your details and feel free to use a separate sheet of paper if needed.

Employer details: Please give us all the nitty-gritty details of your former employers, even if we already have your CV. To help our process, always give the full postal address and, if possible, telephone and fax number of all employers over the last ten years. In some larger organisations, references are provided by separate HR Service Centres. If this is the case for one of your old employers, please give us their details too.

Travel: If you're lucky enough to have travelled, we need to see your passport stamps and/or travel documents, and will also check with employers you've worked for during these times. The best way for us to do this is if you can leave a fax number and/or email address for them.

Education and/or business qualifications

We'll need to see your exam and/or your professional qualification certificates at your interview, so please refer to them before completing the 'qualifications obtained' section. Also, please provide a full postal address and a contact name. Your head of year or personal tutor would be ideal.

Please bear in mind, the Society reserves the right to verify all details provided on your completed application form. The discovery of any false or misleading information may result in an offer of employment being withdrawn or terminated.

Signature

Don't forget! Please sign and date the application form after you have read the declaration.



Approved
Centre



Stroud & Swindon
Your Building Society

Application for employment

Vacancy applied for

Branch/department

Personal details

Title Mr / Mrs / Ms / Miss / Other

First name(s)

Surname

Previous name(s)

Address

Postcode

National insurance number

Telephone (business)

Telephone (private)

Mobile

Email address

Are we able to leave messages for you concerning your application at these points of contact?

Telephone (business)

Telephone (private)

Mobile

Email address

Do you have a current driving licence?

Full

Provisional

NO

Do you have any endorsements? (Please give details)

Do you own a car?

YES

NO

Describe your general state of health

How many days absence from work (or school/college) have you had in the last 12 months?

Please give cause(s) of any absence(s) which lasted for one week or longer

In the last two years have you visited or received treatment from a doctor, clinic or hospital?
If yes, please give details (Use a separate sheet if necessary)

YES

NO

Do you require a work permit to take up employment in the UK?

(Please note that we are unable to accept applications from candidates NOT eligible to live and work in the UK)

YES

NO

Have you ever been the subject of, or have any pending proceedings relating to, the following notifiable events:

(a) Been convicted of a criminal offence or been subject to penalties for tax evasion? (Under the Rehabilitation of Offenders Act 1974 certain offences are exempt from disclosure)

YES

NO

(b) Had a County Court Judgement made against you?

YES

NO

(c) Been declared bankrupt or entered into a deed of arrangement or individual voluntary arrangement?

YES

NO

(d) Failed to keep up payments on a loan?

YES

NO

Personal details continued

- (e) Have you been authorised to advise on any activity now regulated by the Financial Services Act 2000? YES NO
- (f) Have you had such authority at any time refused, cancelled, withdrawn, or have you been subject to disciplinary action? YES NO
- (g) Have you ever been a defendant in any civil proceeding or a party to any arbitration in relation to investment or other financial business, or been the subject of any criminal proceedings? YES NO
- (h) Has any organisation you have worked for in the past three years been, to the best of your knowledge, censured, disciplined, suspended or fined by the FSA or any other regulatory body? (Regulated activities include investment contracts, including life, pensions, mortgages and general insurance) YES NO

If yes, please provide the name and address of your employer and the organisation by whom you were authorised:

Please note you will be responsible for informing us of any changes to these details throughout your employment.

If you answer YES to any of the above, please give full details on a separate sheet

General information

Have you previously applied to or been employed by the Society? YES NO
If so, please give details

Do you have any relatives working for the Society? YES NO
If so, please give details

Tell us about your hobbies outside of work (whether it's sky diving or stamp collecting)

Please give details of any public duties you undertake (e.g. JP, Councillor, Special PC)

Tell us why you really want this position

And I'd be glad to work for Stroud & Swindon because...

If offered this position, will you continue to work in any other capacity? YES NO

How much notice are you required to give with your current employer?

How did you learn about this vacancy?

To help us in our selection process, please give an indication of your salary requirement: £

Employment history

Start with your PRESENT employer and work backwards to cover the last 10 years. Please provide full details of any gaps in employment and state if unemployment benefit was claimed. If self employed at any time or times during the last 10 years, please give details about your occupation and supply details of a professional referee (i.e. solicitor/accountant).

Please complete even if you have supplied a CV.

Date (month/year)	Name, full address and telephone number of employer	Nature of employer's business	Position held and nature of duties/responsibilities	Reasons for leaving and final salary and benefits
From	Name Address			
To	Tel No			
From	Name Address			
To	Tel No			
From	Name Address			
To	Tel No			
From	Name Address			
To	Tel No			
From	Name Address			
To	Tel No			
From	Name Address			
To	Tel No			

Please complete this section in full, even if you've supplied a CV.

Incomplete applications may be returned.

Education and/or business qualifications

Secondary education

Name and full address	Qualifications obtained (please state grades)

Further education & professional qualifications

Education			Qualifications obtained (please state grades)	
Date of course	Provided by	Title of course/brief description of content	Date of course	Title/description of qualification (Certificates and cpd records, where appropriate, will be required at interview)

Please note that the Society reserves the right to verify all details provided on your completed application form. The discovery of false or misleading information may result in an offer of employment being withdrawn or terminated.

Signature

We will hold the personal information you have provided as long as necessary in connection with your application and if successful your subsequent employment with the Society. This may include sensitive personal information, such as details about your health, however, we will explain why we need this and will only use your sensitive personal information for those limited purposes.

It may be necessary to disclose your information to any financial services product provider to whom we introduce business, provided that they are regulated by the Financial Services Authority (FSA) and to any regulatory or self-regulatory bodies who supervise the Society's activities, such as the FSA or the Banking Code Standards Board.

Credit reference checks

We may carry out a search through a credit reference agency who will supply to us both public (including the edited electoral register) and credit information. This search may provide information about you and anyone financially linked to you (such as your spouse or partner). This search will be recorded by the credit reference agency, but the search record will not be used by other users of credit reference agency files and it will not affect your credit rating.

Fraud prevention

We will check your details with/against fraud prevention databases. Should our investigations identify fraud or the commission of any other criminal offence by you (on your part) when applying for, or during the course of employment with us, we will record the details of this on the relevant fraud prevention databases. This information may be accessed from the UK and other countries and used by law enforcement agencies and by us and other employers (and potential employers) to prevent fraud.

If you ask, we will tell you which credit reference and fraud prevention agencies we use so you can get a copy of your details from them.

Declarations

I confirm that the information I have given is correct and that I have not withheld any information which might act to my disadvantage. I understand and accept that any incorrect statement made could, whenever discovered, lead to my employment being terminated immediately. I agree to any information regarding my application being disclosed to the organisations and bodies referred to above, and understand that all information will be kept confidential.

I consent to the processing of this information for the purposes of my application, subsequent employment, research and statistical analysis and agree to personal vetting or other such searches being made, including searches of consumer credit records and those held by the Criminal Records Bureau, as may be necessary, now or in the course of my employment.

Signature

Date

Application checks

Before we can properly process and consider your application, we need to check that the personal information you filled out is correct, for example your name, address or date of birth.

As we are a financial institution, we also need to confirm your credit status. This includes things like whether you have had any County Court Judgements made against you, or whether you have ever been made bankrupt.

We do this requesting information about you and anyone financially linked to you (such as your spouse or partner) from a credit reference agency. Don't worry, they won't let anyone else know that this has happened (and neither will we) and it will not affect your credit rating.

To help us carry out this check, please complete the form below:

Title Mr / Mrs / Ms / Miss / Other	
First name	
Surname	
Date of birth	
Current address	
Postcode	
Previous address	
Postcode	
Previous address	
Postcode	
Previous address	
Postcode	

If these addresses do not cover the last five years, please provide further addresses on a separate sheet of paper.

In the event of any check revealing an inconsistency in the information that you have provided or any potentially adverse financial information, you may be asked to provide an explanation with supporting evidence.

Additional information - private and confidential

It is very important to us that we offer equal opportunities by making sure our working environment is free from unlawful discrimination on the grounds of age, sex, marital status, sexual orientation, disability, race, colour, religion, belief or ethnic origin.

It will really help us monitor our recruitment and selection process if you could answer the following please.

Don't worry, the information you provide will be separated from your application form before any selection decisions are made. It will only be held for monitoring purposes and will be treated as confidential.

Vacancy applied for

Date of birth

Sex

Male

Female

Marital status

Single

Married

Divorced

Widowed

Do you consider yourself to have a disability?

YES

NO

Disability, as defined in the Disability Discrimination Act 1995, including any physical or mental impairment which would have a substantial and long term adverse effect on your ability to carry out the normal day to day activities involved in the job for which you are applying.

Ethnic origin

Bangladeshi

Chinese

Black African

Black (other)

Indian

Pakistani

Black Caribbean

White

Other (please specify)

Religion/belief

What do you consider to be your religion or belief?

Sexual orientation

What do you consider to be your sexual orientation?

Orientated towards persons of the same sex (lesbian/gay)

Orientated towards persons of the same sex and opposite sex (bisexual)

Orientated towards persons of the opposite sex (heterosexual)

Please detach this information from the application form and return to Human Resources in the envelope provided.

Thank you for your help.

Human Resources

Stroud & Swindon Building Society, Rowcroft, Stroud, Gloucestershire, GL5 3BG

If you have any queries or would like any more information, please feel free to call the Human Resources department on 01453 768 296

Email: jobs@stroudandswindon.co.uk
www.stroudandswindon.co.uk