

# Employment Application Form

This form is used for compliance, reference, pre-employment screening and record keeping purposes. Information requested herein is required to ensure the Bank follows a fair and consistent recruitment process. Please feel free to contact the Human Resources department on **020 7947 9781** should you have any queries regarding the Bank's recruitment procedures. Kindly complete pages **and** insert information which is not included on your attached copy Curriculum Vitae. Sign the declaration and return to the HR department.

**PERSONAL DETAILS (block letters please)**

Position applied for:

Surname (or Family Name):

Title: .....

Forename(s) (In Full):

Preferred name:

National Insurance Number:

Address:

Postcode:

How long at this address:

Telephone Number (Home): .....

Mobile: .....

Work: ..... Ext.: .....

Email Address:

Date and Place of Birth:

Nationality / Dual Nationality

Marital Status

Date of Marriage (if applicable)

Maiden Name (if applicable)

Divorced

<b>EMERGENCY CONTACT(S) DETAILS</b>	
Name of Next of kin:	Relationship:
Emergency Contact Name, Address and Telephone Number(s):  PHONE NUMBER:	
Please specify your right to work in the UK:  Do you need sponsorship currently or in the future?	
<b>HEALTH &amp; DISABILITY</b>	Are you in good health?
Are you, or have you been, registered as a disabled person	If Yes, Registration Number:
Are there any disabilities which may affect your application?	
If YES, please describe the disability(ies) and any reasonable adjustment which you feel should be made to the recruitment process to assist you in your application for the job and/or which would enable you to carry out the job.	

**EMPLOYMENT HISTORY****EMPLOYMENT HISTORY – A SUMMARY**

Please give details of your current or most recent employment

1. Name and address of most recent employer :

Address:

Postcode:

Position held:

From:

To:

**Notice required:**

Reason for leaving:

**Please indicate when we can contact your current employer:**Yes: 

2. Name of employer:

Address:

Postcode:

Position held :

From:

To:

Reason for leaving:

EDUCATIONAL QUALIFICATIONS				
Date	Institution	Subject	Level	Result

PROFESSIONAL QUALIFICATIONS OBTAINED –				
Date	Organisation	Details		

TRAINING/EDUCATIONAL ATTAINMENTS – include Continued Personal Development				
Date	Organisation	Details		

**SKILLS AND ABILITIES**

Please comment on how you feel you match up to the requirements specified, giving specific examples of any skills/abilities where relevant, **including languages**. (Please feel free to give examples not only from work, but also from family/home responsibilities, leisure or voluntary activities, education or training, if these are more appropriate). Please feel free to use on additional sheet.

Empty space for writing the response.

**HOBBIES / INTERESTS:****COMPLIANCE SECTION**

1. Are you related to or acquainted with any present or past employees of the Bank? If so, please give details
2. Have you ever been bankrupt, insolvent or involved in financial difficulties of any kind?
3. Have you ever been convicted of a criminal offence (declaration is subject to the Rehabilitation of Offenders Act)?
4. Have you been absent from work due to illness for more than 5 days in the past year? If yes, please give details below.

The Bank reserves the right to request further information if answering yes to any of the above.

Please provide names and addresses of two referees, one of which should be your present or previous employer. References are only requested on your acceptance of a job offer with the Bank. However the offer may be retracted if suitable references are not obtained.

1. **Present Employer:**

2. **Other:**

**DECLARATION – Important: please read carefully, sign and date**

I confirm that I have read and understood the questions asked of me and I also confirm that I have completed ALL relevant sections of the form.

I declare that all information I have given on this application form and any attachments, and any subsequent information provided to support the details on this form is correct and accurate in all respects. I understand that my application will be subject to review and confirm my agreement that the Bank may take appropriate action to validate my details including accessing the Criminal Records Bureau. I hereby consent to the Bank and or its agents to perform reference checks on my employment to verify the information I have provided, and if required conduct comprehensive background enquiries including credit checking and take up personal, academic and employer references. I understand that in some circumstances searches may continue to be made during the course of my employment and I consent to this. If appropriate this will include overseas enquiries, and I therefore authorise the transfer of my personal data to my referees, to credit agencies, government bodies and other such third parties as may be reasonably necessary in the course of processing. I also understand that my application may be rejected and/or that I may be dismissed if I have given false information or withheld relevant details and I release all persons or entities from any and all liability which could accrue from their disclosure of information in response to your enquiries.

Name :

Signature :

Date :

**SEX AND ETHNIC ORIGIN**

The Bank is committed to eliminating discrimination against any person because of sex, race, colour or national origin, in the workplace and strives to promote equal opportunities for all employees. Detailed information on the Bank's Equal Opportunities policy is provided on the Intranet – Human Resources section.

To assist in the monitoring of this policy and to comply with the Bank's legal obligations, you are requested to complete the following details below. **Please note: this information will be utilised for monitoring purposes only.**

**What is your ethnic group? Choose ONE section and tick the appropriate box to indicate your cultural background;**

**White**

- British
- Irish
- White Other

**Black or Black British**

- Caribbean
- African
- Black Other

**Mixed**

- White and Black Caribbean
- White and Black African
- White and Asian
- Mixed Other

**Other ethnic group**

- Chinese
- Arab
- Iranian
- Any Other Ethnic Group

**Asian or Asian British**

- Indian
- Bangladeshi
- Pakistani
- Asian Other

**Religion**

- None
- Christian
- Buddhist
- Hindu
- Muslim
- Jewish
- Sikh
- Other

Are you:    Female/ Male

**Do not wish to specify**

**Data Protection Statement**

All information provided above will be maintained confidentially by the Human Resources department.

Summary information may be made available to relevant authorities if required to assist in compliance with the Bank's legal reporting obligations.

For further advice and codes of practice please contact the Equal Opportunities Commission (Tel: 0845 6015901) and the Commission for Racial Equality (Tel: 020 7939 0000).