

**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 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 able 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:		
MR / MRS / MISS / MS / OTHER	Surname:	Forename(s):
National Insurance Number:		
Current home address including length of residence: <small>(please provide further details on a separate sheet if necessary)</small>		
Home address(es) during the last five years including length of residence: <small>(please provide further details on a separate sheet if necessary)</small>		
Contact details: <small>(please tick box to indicate your preferred contact detail)</small>	Home:	Mobile:
	Business:	Email:
Preferred contact method:	Home phone / Mobile / Business / Email	
Do you require a Work Permit to work in the UK?	YES / NO	(Proof of eligibility to work in the UK will be requested if a position is offered)
If yes, do you possess a valid Work Permit?	YES / NO	
Do you have any friends or relatives working for the Society?	YES / NO	
If yes, state name and relationship:		

## EMPLOYMENT INFORMATION

Please give details of each employment or occupation over the previous ten years. Please note that we may apply to any employer listed for a reference. Attaching a CV is not acceptable (please provide further details on a separate sheet if necessary).

### PRESENT EMPLOYMENT

Name and address of employer:	
Telephone number:	
Current post held:	
Dates from/to:	
Date of appointment to company:	
Reason for leaving:	
Period of notice:	
Present salary and benefit details:	

Please give a brief description of your duties and responsibilities, numbers managed, reporting relationships and activities in which you have been involved. Examples of any special achievements would be of particular interest. Please also include details of any career progression (please provide further details on a separate sheet if necessary):

### PREVIOUS EMPLOYMENT

Name, address and telephone of employer	Job Title and responsibilities	From / to Day/Month/Year	Reason for Leaving	Salary

Please note: This section must be fully completed, attaching a CV is not acceptable (please provide further details on a Separate sheet if necessary).

Name, address and telephone of employer	Job Title and responsibilities	From / to Day/Month/Year	Reason for Leaving	Salary

## 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

Name:		Postal Address:	
Job title/Position:			
Company name:		Telephone number:	
Email Address:		May we contact your line manager for a reference?	YES / NO

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Name:		Postal Address:	
Job title/Position:			
Company name:		Telephone number:	
Email Address:		May we contact your line manager for a reference?	YES / NO

**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

**OTHER INFORMATION**

Do you require any special arrangements to be made for your interview or assessment test on account of a disability?	YES / NO
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If "yes", please give brief details of the effects of your disability on your daytoday activities, and any other information that you feel would help us to accommodate your needs during your interview/assessment test and thus meet our obligations under the Equality Act 2010.

Do you have any annual leave or holidays booked?	YES / NO
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If "yes", please give dates this will allow us to arrange interviews for a convenient date.



## 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.



## LIVING OUR EMPLOYEE VALUES

In this section you are asked to outline how your behaviours, skills and experiences demonstrate our Employee Values. You should draw on your behaviours and 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.

### BE THE BEST WE CAN BE

What do you consider to be your greatest achievement and why?

### RESPECT

How would you develop respect from colleagues and display respect for your team?

### INTEGRITY

Please explain a situation where you have taken ownership to deliver a project or task? What actions did you take and what was the result?

### TEAM WORK

Please give an example of when you excelled as part of a team. What role did you play and what result did you achieve?

### EVERY MEMBER COUNTS

Please describe a time when you have put the customer at the heart of what you do.



## ADDITIONAL INFORMATION

Please only complete this section if you have additional information to provide, relating to Living our Employee Values.

Empty space for providing additional information.

## FINANCIAL SERVICES REGULATIONS

Have you ever had a County Court or Civil Court judgement registered against you?	YES / NO
Have you ever defaulted or made late payments on any financial agreements?	YES / NO
Have you ever entered into an Independent Voluntary Agreement?	YES / NO
Have you ever failed to repay debts or come to a compromise/settlement with your creditors?	YES / NO
Have you ever been made bankrupt or insolvent/faced bankruptcy proceedings?	YES / NO
Have you ever had your estate sequestrated (confiscated)?	YES / NO
Have you ever had a mortgage on a property which has been in arrears, surrendered voluntarily or repossessed?	YES / NO
Have you ever had any application/approval/authorisation to transact business in the financial services sector refused or revoked?	YES / NO
Have you ever been disqualified as a company director?	YES / NO
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 / NO
Have you ever been convicted of any offence that is not treated as spent under the Rehabilitation of Offenders Act 1974?	YES / NO
Have you ever been dismissed from any office or employment?	YES / NO
Are you currently under any disciplinary investigation by an employer, regulator, police, governing body or agency?	YES / NO

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

## CONSENTS AND DECLARATIONS

I authorise Chorley Building Society to process and retain the information contained in this application of employment and to obtain references to support the application once an offer of employment has been made and release the Society and referees from any liability caused by giving and receiving information. I authorise the Society to make whatever enquiries it deems necessary from credit reference agencies, criminal records agencies and past/current employers concerning my financial status and suitability for the position. (Please note that employment related credit searches will leave a soft footprint and will not affect your credit status).

I confirm that the information given on this form and on the application form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal. 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 the rules of any financial services regulatory body or a conviction for any offence involving fraud, dishonesty or violence.

In accordance with data protection legislation, I hereby give my consent for the Society to obtain, process, store, use and disclose information relating to the administration of my application and any subsequent administration of my details in relation to an offer of employment. I understand this information may be used for statistical purposes, monitoring of the effectiveness of the Society's Equal Opportunities Programmes and for monitoring compliance with company policy and legislation in relation to such employment matters as candidate assessment; communication with prospective employees; Health and Safety; administration and payment of salaries, pensions, health schemes and other benefits with deductions.

Under data protection legislation, I understand I have a right to access to the personal data the Society holds about me in this respect.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my termination of any Contract of Employment.

(Please note once the recruitment procedure is completed, all paperwork relating to the recruitment process will be stored for a minimum of 6 months and then destroyed).

Signature:

Date:

## IMPORTANT NOTES

Due to the regulated financial environment, your consent may be sought for an application for a credit report, as above, and a DBS (criminal record check) certificate if conditionally offered the position. You will be provided with a separate consent form to DBS check if required. References will be sought when conditional offers are made. You will be required to provide sufficient identification to carry out these checks including photographic and address identification for the last 5 years and also to evidence your right to work in the U.K.

In order to assess levels of competency you may be required to undergo tests and/or exercises. Chorley Building Society is an Equal Opportunities and Diversity Employer. Your attention is drawn to the Society's Policies and Procedures contained in the Employee Handbook which is available to you at the Society's offices upon request.

Signature:

Date: