

**PRIVATE AND CONFIDENTIAL**

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:	

Title:	Mr/Mrs/Miss/Ms/Other	Surname:		Forename(s):	
National Insurance Number:					
Current Home Address including length of residence: (please provide further details on a separate sheet if necessary)					
Home address(es) during the last five years including length of residence: (please provide further details on a separate sheet if necessary)					
Contact Details:	Home:		Mobile:		
	Business:		Email:		
Preferred contact method:	Home Phone/Mobile/Business/Email				(proof of eligibility to work in the UK will be requested if a position is offered)
Do you require a Work Permit to work in the UK?	Yes/No				
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
REFEREE 2				
Name:		Postal Address:		
Job title/Position:				
Company name:		Telephone number:		
Email Address:		May we contact your line manager for a reference?		Yes/No
REFEREE 3				
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
<p>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.</p>	
Do you have any annual leave or holidays booked?	Yes/No
<p>If "yes", please give dates this will allow us to arrange interviews for a convenient date.</p>	

## **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.

<b>If your application is referred by a current employee</b>	
Name of current Chorley Building Society employee who has referred this application	
Date the current employee submitted this application into the Society as a referral	
Please describe how you know the current employee	

## 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

## DECLARATION

I declare to the best of my knowledge and belief, all particulars I have given in all parts of this application form, including my CV, are complete and true. I understand that any false or misleading statement or a significant omission may disqualify me from employment and render me liable to 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.

If I am not successful in my application, I understand that my application will be retained for 6 months.

### Data Protection

The information that you provide on this form and within your CV will be used to process your application for employment. If you succeed in your application for employment, the information will be used in the administration of your employment with us.

Full details how we collect and use your personal information and the rights applicable to you under data protection law are available within the Candidate Privacy Notice which is available on our website at [www.chorleybs.co.uk/careers](http://www.chorleybs.co.uk/careers)

Signature:		Date:	
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## CONSENT

I understand the financial regulators require employees within the Society to demonstrate a high degree of fitness and propriety. Therefore the Society will seek consent to make enquiries with credit reference agencies, criminal records agencies and past/current referees to confirm my suitability for the position. I therefore consent to the Society obtaining my credit report.

I also understand I will be provided with a separate consent form in order for the Society to perform a criminal records check (also known as a DBS check).

Signature:		Date:	
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