

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 7618 0014** should you have any queries regarding the Bank's recruitment procedures. Kindly complete pages **1** and **2** 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)
EMERGENCY CONTACT(S) DETAILS		
Name of Next of kin:	Relationship:	
Emergency Contact Name, Address and Telephone Number(s)::		
Do you need a work permit to work in the UK? <i>(If yes please provide sight of original documentation)</i>	Yes / No	

EMPLOYMENT HISTORY

Please provide details of your employment or self-employment beginning with the most recent (including trading names and addresses if applicable). Referees **must** be provided to cover a continuous period of not less than **ten years** employment. If you have not worked for a ten year period, please provide an Academic and Personal Referee, stating your relationship with the person named. You may use continuation sheets if required. Please note that both HR and/or Line Managers may be contacted in the process of obtaining references.

NOTES: *(For any further comments you may wish to make relating to your current employment)*

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 **Annual Basic Salary**

Benefits.....

.....

.....

Type of Business

Reason for leaving

.....

Please indicate when we can contact your current employer:

Yes:

No: Do not approach my current employer until: [date] :

2. Name of employer

Address

..... Postcode

Position held

From..... To

Annual Basic Salary..... **Last Annual Bonus**.....

Benefits.....

.....

.....

Type of Business

Reason for leaving

.....

3. Name of employer

Address

..... Postcode

Position held and brief description of duties

.....

From..... To

Annual Basic Salary..... **Last Annual Bonus**.....

Benefits.....

.....

.....

Type of Business

Reason for leaving

.....

EDUCATIONAL QUALIFICATIONS				
Date	Institution	Subject	Level	Result

PROFESSIONAL QUALIFICATIONS OBTAINED – Include FSA registration				
Date	Organisation	Details	Level	

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.

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? Yes/No
3. Have you ever been convicted of a criminal offence (declaration is subject to the Rehabilitation of Offenders Act)?
 Yes / No.
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.

Dates	Reasons
.....
.....
.....
.....

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 your 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 *Male / *Female

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).

*Delete if not applicable