



Application for Employment

Position applied for:	Full/Part-time (delete as applicable):
Branch/Department:	If part-time, please state preferred hours:

Thank you for your interest in Ipswich Building Society. This form will be used as part of our recruitment and selection procedure. Please provide as much detail as possible as it will be used to shortlist candidates for interview.

1. Personal Details

Surname:		Mr/Mrs/Miss/Ms/Other
Forename(s):		
Previous surname (if applicable) and date changed:		
Known as:		
Current Address:	Previous Addresses: (Please supply, with dates, all your previous addresses for the last five years)	
Please continue on a separate sheet if necessary		
Home Telephone:		
Mobile Telephone:		
Email Address:		
National Insurance Number:		

2. General

Do you hold a full clean driving licence? If no, please give details:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have access to a car?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you eligible to work in the UK? (i.e. if required, do you have a valid work permit?)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are there any adjustments that may be required should you be invited for interview? If yes, please state here:	Yes <input type="checkbox"/> No <input type="checkbox"/>
How many days sickness absence have you had during the last year? Please give details, including the number of occasions, dates and reasons for the absence:	



3. Education and Training

Dates		School/College/University	Subjects Studied	Level	Grades Achieved
From dd/mm/yy	To dd/mm/yy				

Please state, with dates, any additional training courses attended (during employment) relevant to the position for which you are applying:

Are you currently studying for, or do you hold a certificate of membership of a recognised professional body? Yes No

If yes, please give details:

4. Employment History

Current or Most Recent Employer

Employer:	Job Title:
Address:	Salary and Benefits:
	Start Date:
	Notice required/date employment ceased:
Please give details of your main duties and responsibilities:	
Reason for leaving:	

Previous Employment Record

- Please set out your previous employment history for the past 10 years, starting with the most recent employer.
- Please account for any gaps during this period.

Dates		Employer's name and address	Job title and main duties	Final salary	Reason for leaving
From dd/mm/yy	To dd/mm/yy				

5. Additional Information to support your application

The Job Profile and Person Specification provided with this form identifies the experience and skills that form the selection criteria for this post. Please use the space provided to say how you meet the selection criteria. Continuation sheet(s) may be attached.

6. Leisure Interests

7. References

Please give the name and address of at least two referees we can contact, ensuring that this covers your employment or academic history for the past three years. If you are unable to provide two employment or academic references for the past three years then you will need to include the contact details of a professional person* who can provide a personal reference covering this period.

*Professional people include accountants, teachers, solicitors etc. Personal references should not be provided by immediate friends or relatives.

Referee 1 Name: Occupation: Address: Telephone: Period of time you have known the referee:	Referee 2 Name: Occupation: Address: Telephone: Period of time you have known the referee:
Referee 3 Name: Occupation: Address: Telephone: Period of time you have known the referee:	Referee 4 Name: Occupation: Address: Telephone: Period of time you have known the referee:

No references will be sought until an offer of employment has been made and your permission received.

8. Data Protection Act 1998

If your application is successful, the information you have provided will form part of your employment file and will be processed for all purposes in connection with your employment. If your application is unsuccessful or you choose not to accept any offer of employment made by the Society, the information you have provided will be held for a period of six months and then destroyed. The Equal Opportunities Form will be retained to facilitate equal opportunities monitoring.

9. Personal Declaration

1. Have you ever worked as an Introducer or authorised Financial Adviser within a regulated environment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Have you ever been disciplined, suspended or dismissed in connection with regulated activities?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Have you ever been convicted of any criminal offences which are not yet 'spent' under the Rehabilitation of Offenders Act 1974 or have you been subject to penalties for tax evasion?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Have you ever been a defendant in any civil proceedings, or a party to any arbitration, in relation to investment business or other financial business, or the subject of any criminal proceedings?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. Have you ever:		
• Had any judgement debt entered against you?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Made any compromise or arrangement with one or more of your creditors?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Ceased trading in circumstances in which one or more of your creditors did not receive full payment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Had a petition for bankruptcy presented against you?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Been declared bankrupt?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Had your estate sequestered?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>or</i> are you currently aware of any proceedings for any of the above?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. Have you ever been refused, or had revoked or withdrawn, any authorisation to carry out insurance, investment or banking business?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you have answered yes to any of the above questions then please give details:		

I declare that the information I have given is, to the best of my knowledge, true and correct and may be stored and used in accordance with the Society's recruitment and selection procedures. I understand that giving false information will disqualify my application or, if discovered after appointment, may be grounds for dismissal. You have my authority to contact the referees named on this form and to carry out personal vetting searches on me.

Signed _____ Date _____



Equal Opportunities Monitoring

This section of your application will be detached from the main application form and will be used solely for monitoring purposes.

Ipswich Building Society is committed to a policy of equal opportunities in employment. This means that we treat all applicants and employees fairly, irrespective of race, gender, disability, age, sexual orientation, religion or belief. The questions below are not compulsory but will help the Society monitor the effectiveness of its Equal Opportunities Policy.

Name _____ Date of Birth _____

Gender: Female Male

Ethnic Origin:

White <input type="checkbox"/> British	<input type="checkbox"/> Irish		<input type="checkbox"/> Any other white background*
Mixed <input type="checkbox"/> White & Black Caribbean	<input type="checkbox"/> White & Black African	<input type="checkbox"/> White & Asian	<input type="checkbox"/> Any other mixed background*
Black or Black British <input type="checkbox"/> Caribbean	<input type="checkbox"/> African		<input type="checkbox"/> Any other black background*
Asian or Asian British <input type="checkbox"/> Indian	<input type="checkbox"/> Pakistani	<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Any other Asian background*
Chinese or other ethnic group <input type="checkbox"/> Chinese	<input type="checkbox"/> Other ethnic group*		

*Please specify

Disability:

Do you consider yourself to have a disability? Yes No
If yes, please state nature of disability:

The Disability Discrimination Act 1995 defines disability as 'a physical or mental impairment which has a substantial and long-term effect on the person's ability to carry out normal day to day activities'.

Please provide further details about the effects of your disability and any support or adjustments you may require to the workplace to help you perform in this role:

How did you become aware of this vacancy?

Media:

Date: