



Job Application Form

POSITION APPLIED FOR:

Have you previously applied for a position at the Manchester Building Society: Yes/No
If yes please state the position applied for

The following information will be used solely for the purposes of selection and recruitment to the position applied for and will be accessible only by those employees responsible for the recruitment process.

STRICTLY CONFIDENTIAL

Title: (Mr/Mrs/Miss/Ms)	Gender: M/F	Surname:
Forenames:	Previous Surname (if applicable).....	
Tel No. Home	Business	
National Insurance No:	May we contact you at your business?	
Have you a current Driving Licence?	Any Endorsements?	

PERSONAL

Addresses (Present & Previous) for the past five years:	
Address: Postcode:	Address: Postcode:
Dates: From: To:	Dates: From: To:
Address: Postcode:	Address: Postcode:
Dates: From: To:	Dates: From: To:

EDUCATION

Dates		Secondary School/College/University	Subject studied and level	Grades/anticipated grades
From	To			

Are you a member of a professional institute?

Are you currently studying for or hold a Certificate of a recognised body?

Give details and dates of any relevant courses which you have attended:

N.B. Please provide a photocopy of the last relevant qualification obtained.

Have you given or are you authorised to give advice on Life Assurance.....

Have you got any unspent criminal convictions or are you currently under investigation by the police?

(If "yes" give details)

Have you ever been made bankrupt or have any outstanding County Court and/or Civil Court Judgements?

(If "yes" give details)

Have you ever defaulted on payments for any loans made to you ? (this should include bank overdrafts and mobile phone contracts)

(If "yes" give details.....

Have you taken any days absence due to illness in the past five years? (give details and number of days absent)

.....

Give details of any serious illness/operation, accident or other medical conditions during the past five years

.....

.....

The Disability Discrimination Act 1995 defines a person as having a disability if he or she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities. Do you consider yourself to have such a disability? if yes, please supply details on a separate sheet including information of any adjustments that may be needed for you to take part in an interview.

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REFERENCES

Please provide details of referees relating to all employment within the past five years to include your current or most recent employer. Please continue on a separate sheet if necessary. No approach will be made to a current employer without your prior knowledge and not before an offer of employment is made, although approaches may be made to other referees.

First Referee (current/most recent employer)

Name

Company

Address

.....

Tel

Occupation

Second Referee

Name

Company

Address

.....

Tel

Occupation

What period of notice is required?

Anticipated starting date

CAREER SUMMARY

(Please describe briefly your career development to date, what attracts you to this position and how it fits into your career pattern)

Hobbies, leisure activities, voluntary or community activities and other social interests including any positions of responsibility held

ADDITIONAL INFORMATION

(Please add any information you may feel relevant to this application – continue on a separate sheet if necessary)

DECLARATION/AUTHORISATION

I give my permission for all or part of this information to be held on both manual and computerised records to which I may request access. I declare that to the best of my knowledge the information contained in this form and on my cv is true, complete and accurate and I understand that if any particulars I have given are found to be false I may be regarded as ineligible for recruitment or dismissed after my employment has commenced.

Our standard employment procedure requires us to make certain financial enquiries in relation to an individual seeking employment with Manchester Building Society. Your consent is required for this. Please read the following and sign to confirm your authorisation.

I authorise the Manchester Building Society to take up any credit references that are relevant to any potential future employment by the Group. I also provide authority for ongoing checks to take place during the course of my employment with the Group and also for the Group to retain or disclose such information in accordance with the Society's registration under the Data Protection Act 1998 – I understand that credit reference agencies may keep a record of the searches.

Signature Date