

## Recruitment Application Form and Equal Opportunities Monitoring Form

**Please complete**

<b>Position applying for:</b>	
<b>Salary required:</b>	£                      per annum or £                      per hour
<b>Available to take up employment:</b> (date of length of notice required)	

<b>For office use only</b>	
<b>Application Reference Number:</b>	
<b>First Interview</b>	<b>Second Interview</b>
<b>Date:</b>	<b>Date:</b>
<b>Time:</b>	<b>Time:</b>
<b>Interviewers:</b>	<b>Interviewers:</b>
<b>Location:</b>	<b>Location:</b>

**Employment Details – Please include your 3 most recent employers**

Company name of most recent employer:	
Start Date:	Leaving Date:
Reason for leaving:	Did you leave voluntarily: Yes/ No
Type of business:	Job title:
Duties/ Responsibilities:	
Address:	Salary £            per annum or £            per hour
	Email address for reference purposes:

Company name of previous employer:	
Start Date:	Leaving Date:
Reason for leaving:	Did you leave voluntarily: Yes/ No
Type of business:	Job title:
Duties/ Responsibilities:	
Address:	Salary £            per annum or £            per hour
	Email address for reference purposes:

Company name of previous employer:	
Start Date:	Leaving Date:
Reason for leaving:	Did you leave voluntarily: Yes/ No
Type of business:	Job title:
Duties/ Responsibilities:	
Address:	Salary £            per annum or £            per hour
	Email address for reference purposes:



# Market Harbour

BUILDING SOCIETY

- **References will be applied for from each employer during the last 6 years.**
- **Please list all other employers you have had during the last 6 years and any other employment you feel is relevant to your application.**

Name of company	From	To	Position held

## **Education and qualifications**

Secondary school and Further Education (College or University)

Examining Body	Examination/ qualification	Grade attained

Any other relevant training, professional qualifications or work related skills



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Application Reference Number	

**Personal Reference (please note this cannot be a relative)**

Name:	Email Address:
In what capacity known:	Address:
Occupation:	
Telephone Number:	

**Additional information required**

Public duties (Local councillor for example) undertaken:	
Membership of professional organisations:	
Have you ever worked as an Introducer or Authorised Financial Adviser within a regulated environment? If yes, within the last 10 years, please provide details on a separate sheet.	YES
	NO
If offered this position will you continue to work in any other capacity? (If yes, please give details)	YES
	NO
<b>If you answer YES to any of the following statements full details must be disclosed on a separate sheet</b>	
Have you ever been charged with or convicted of any criminal offence other than motoring, unless resulting in disqualification from driving, including dishonesty, fraud, financial crime, violence or other offences under legislation relating to banking and financial services, companies, insurance and consumer protection or been subject to penalties for tax evasion?	YES
	NO
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
	NO
Have you ever had any judgement debt entered against you, made any compromise or individual voluntary arrangement or any other arrangement with any creditor, applied for or been granted a Debt Relief Order, ceased trading in circumstances in which one or more of your creditors did not receive full payment, had a petition for bankruptcy presented against you, been declared bankrupt or had your estate sequestered, nor are you currently aware of any pending proceedings for any of the above?	YES
	NO
Have you ever been refused, or had revoked or withdrawn, any authorisation to carry out insurance, investment or banking business?	YES
	NO
Have you been disqualified as a company director and has a financial services business of which you have been a director partner or controller ceased to trade, gone into insolvency, liquidation or administration?	YES
	NO
Have you ever been disciplined, suspended or dismissed in connection with regulated activities?	YES
	NO
Have you ever been dismissed from any employment, other than as a result of redundancy?	YES
	NO

**Personal Information and ethnic origin**

**Personal Information**

Title: Mr/ Mrs/ Miss/ Ms/ Other	
Forename (s):	
Surname:	
Previous Surname: (if applicable)	Date name changed:
Date of birth:	
<b>Please provide address history for the last 3 years, provide further information on a separate page if needed</b>	
Current Address:	Previous Address:
Postcode:	Postcode:
Date moved to address:	Date moved to address:
Home phone number:	
Mobile phone number:	
Email address:	
Driving Licence:	Do you have any driving convictions? Yes/ No If yes, please specify.
YES - Full	
YES - Provisional	
NO	
Are you a British subject or a national of any EU country? <b>YES / NO</b>	If so, please state the expiry date of your right to work in the UK and/or your work permit.
If not, do you have the right to work in the UK and a current work permit? <b>YES / NO</b>	
Where did you see this position advertised?	MHBS Website / MHBS Branch / MHBS Employee / Job Centre Other Website (please specify)..... / Local Press (please specify)...../ Other (please specify).....

**Ethnic origin and Nationality**

**Nationality:**.....

**Ethnic origin** - Relates to a sense of identity/belonging on the basis of race/culture.

I would describe myself as (choose ONE section from A to E, and then tick the appropriate box to indicate your cultural background):

<b>A.</b>	<b>White</b>	Tick
	British	
	English	
	Scottish	
	Welsh	
	Irish	
	Other, please specify:	

<b>B.</b>	<b>Mixed</b>	Tick
	White and Black Caribbean	
	White and Black African	
	White and Asian	
	Other, please specify:	

<b>C.</b>	<b>Asian, Asian British, Asian English, Asian Scottish or Asian Welsh:</b>	Tick
	Indian	
	Pakistani	
	Bangladeshi	
	Other, please specify:	

<b>D.</b>	<b>Black, Black British, Black English, Black Scottish, or Black Welsh:</b>	Tick
	Caribbean	
	African	
	Other, please specify:	

<b>E.</b>	<b>Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or other ethnic group:</b>	Tick
	Chinese	
	Other, please specify:	

**I would prefer not to disclose my ethnic origin**

**Other information:**

Do you require any special arrangements to be made for your interview or assessment test on account of a disability? <b>YES /NO</b>
If "yes", please give brief details of the effects of your disability on your day-to-day 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? <b>YES/NO</b> If "yes", please give dates this will allow us to arrange interviews for a convenient date.

It is our policy to establish and maintain a working environment, terms and conditions of service and employment practices and procedures which will ensure no job applicant or employee receives less favourable treatment on the grounds of "Protected Characteristics" specified in the Equality Act 2010.

This form will allow us to monitor our policy, all information given on this form will be treated in confidence and will not be seen by employees directly involved in the selection process. This questionnaire will be detached from your application form, stored separately and processed only to provide statistics for monitoring purposes.

For further details on how your personal information is used and how we maintain the security of your personal information, please refer to our Privacy Policy <http://www.mhbs.co.uk/privacypolicy.aspx> or contact the Society's Data Protection Officer by calling 01858 412250.

**Declaration:**

- 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.
- I understand that I must not act as an introducer in respect of regulated financial services until I have received authorisation to do so.
- I authorise the Market Harborough 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.
- I understand that Market Harborough Building Society may process, transfer or disclose my personal information to meet contractual, legal and regulatory obligations.

Signature:..... Date:.....