

## PERSONAL INFORMATION (CONFIDENTIAL)

Position applied for:	
Notice Period Required:	
Expected Salary:	£ _____ per annum/month/week

### 1. Personal Details

Name:	Title: (e.g. Mr Mrs Miss)
-------	---------------------------

Address:	Previous Address (if at current address less than 5 years)
Post Code:	Post Code:

Contact details: (Please tick preferred contact detail)			
E-mail address:			
Telephone:	<input type="checkbox"/> Home:	<input type="checkbox"/> Business:	<input type="checkbox"/> Mobile:

### 2. General

Do you hold a full current driving licence? Yes/No

Are there any adjustments that may be required to be made should you be invited for an interview?

If so, please state what they are:

### 3. References

Employment references will be requested from all employees for whom you have worked in the last 5 years.

I give/do not give permission to take up employment references prior to an offer of employment being made. (delete clearly as appropriate)

<b>PERSONAL REFERENCES</b>	
Please give details of two people (not relatives or current/former Employer(s) we could approach for references	
Name:	Name:
Address:	Address:
Tel. No.	Tel. No.
Email:	Email:
Occupation:	Occupation:
I give/do not give permission to take up my personal references prior to an offer of employment. (delete clearly as appropriate)	

## PERSONAL INFORMATION CONTINUED (CONFIDENTIAL)

### 3. Employment history

Please give detail of all jobs held including part time and unpaid work, starting with your current or most recent employer

Employer (Name & Full Address)	Jobs Held/ Key Achievements	Reason for leaving
Please continue on a separate sheet if necessary, giving page number and title heading		

### 4. Educational, Technical and Professional Qualifications

Please name any institute or professional body in full and include attainment level

## PERSONAL INFORMATION CONTINUED (CONFIDENTIAL)

### 5. Personal Development

Personal Development (include any courses, membership, voluntary work or responsibilities you consider relevant, with outcomes where applicable).

### 6. Additional Information

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?  Yes  No

If yes, please provide details:

If you are successful in your application, would you require a work permit prior to taking up employment?  Yes  No

Please continue on a separate sheet if necessary, giving page number and title heading

Please use this space and a separate sheet, if necessary, to give further information in support of your application:

## PERSONAL INFORMATION CONTINUED (CONFIDENTIAL)

Have you ever worked as an introducer or financial advisor within a regulated environment?

Yes  No if yes, within last 10 years, please give details:-  
Insurance company: Address:

Authorisation Number:

Date authorised:

If you answer yes to any of the following statements, full details must be disclosed on a separate sheet.

Have you ever been disciplined, suspended or dismissed in connection with regulated activities?	Yes/No
---	--------

Have you ever been convicted by a court (civil or military) for offences (other than a motoring offence unless resulting in disqualification from driving) which are not spent convictions under the rehabilitation or offenders act in 1974 or have you 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 arrangement with one or more creditors, 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, had your estate sequestered or 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
---	--------

### 7. Data Protection Statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing the application form we will be assuming that you agree to the processing of sensitive personal data, (as described above), in accordance with our registration with the Data Protection Commissioner.

### 8. Declaration

I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment OR, if appointed, may result in my dismissal.

I authorise the Society to make whatever enquiries it deems necessary from criminal and credit reference agencies concerning my financial status and suitability for this position. The agencies will maintain a record of any such check.

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 (e.g. FSA or its predecessors) 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 understand that if I am unsuccessful with this application this form will be retained by The Mansfield Building Society for a period of 6 months. I also understand that if I am successful this form will be retained whilst I am employed by the Society and for a period of 10 years after my employment ceases

Signature

Date

Please return your completed form to the Management Services Department, The Mansfield Building Society, Regent House, Regent Street, Mansfield, Nottinghamshire. NG18 1SS

## EQUAL OPPORTUNITIES MONITORING

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

The Mansfield Building Society recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

### White:

British

Irish

Any other White background\*

### Mixed:

White and Black Caribbean

White and Black African

White and Asian

Any other Mixed background\*

### Black or Black British

Caribbean

African

Any other Black background\*

### Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background\*

### Chinese or Other Ethnic Group

Chinese

Other Ethnic Group\*

\*Please specify

**Gender** Please specify

**Date of Birth**

**Do you consider yourself to have a disability:**

Yes

No

If yes, please state nature of disability:

The Disability Discrimination Act 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"

If you wish, you may disclose information about yourself in this section about your:

Religion

Sexual Orientation

**How did you become aware of this vacancy?**

Media:

Date:

Reference:

Please continue on a separate sheet if necessary, giving page number and title heading