

Job Application Form

Vacancy Title: Please tell us how you heard about this vacancy:

1. Personal details

Last Name: First Name: Address:

Postcode: Home Telephone No. Daytime Contact
No. E-mail address: National Insurance No. Do you have the right to remain and take up
employment in the UK?Yes No

You will be required to provide appropriate documentary evidence of this at interview. For examples of acceptable documents please see www.ukba.homeoffice.gov.uk

Driving Licence

Do you hold a full, clean driving licence valid in the UK?

Yes No

If no, please give details below

Do you own a car or have access to one?

Yes No

You will be responsible for ensuring that you have the necessary vehicle insurance for use on business (if relevant to the position)

Have you previously been invited for an interview with, or employed by, The Mansfield Building Society?

Yes No

If yes, please state position(s) applied for / held:

2. Education/Qualifications

School (11+)	Study Dates	Qualification and Grade	Date Obtained
College/University	Study Dates	Qualification and Grade	Date Obtained
Ongoing Professional Development	Study Dates	Qualification and Grade	Date Obtained

Training and Development

Please use the space below to give details of any training or non-qualification based development which is relevant to the post and supports your application.

Training Course	Course Details (including length of course/nature of training)

Current Membership of any Professional Body/Organisation

Please give details:

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3. Employment History

Previous Employment: Please include all previous experience (paid or unpaid), starting with the most recent first.

Current or most recent employer

Name of Employer:

Address:

Postcode:

Position Held:

Date Started:

Reason for leaving:

Salary on leaving this post:

Notice Period or Leaving Date (if no longer employed):

Brief description of duties:

Previous employer

Name of Employer:

Address:

Postcode:

Position Held:

Date Started:

Reason for leaving:

Salary on leaving this post:

Notice Period or Leaving Date (if no longer employed):

Brief description of duties:

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Previous employer

Name of Employer:

Address:

Postcode:

Position Held:

Date Started: Reason for leaving:

Salary on leaving this post:	<input type="text"/>	Notice Period or Leaving Date (if no longer employed):	<input type="text"/>
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Brief description of duties:

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Continue on separate sheet if necessary

4.

Personal Information

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

Yes No

If yes, within the last 10 years, please give details:-

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 of Offenders Act 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

5.

Information in support of your application

Skills, abilities and experience

Please use this section to demonstrate why you think you would be suitable for the post by reference to the job description and person specification (and by giving examples and case studies). Please include all relevant information, whether obtained through formal employment or voluntary/leisure activities. Attach and label any additional sheets used.

Continue on a separate sheet if necessary

6. Convictions/ Disqualifications

Upon offer of employment we reserve the right to request a Disclosure and Barring Service check at Standard level and this disclosure will include details of cautions, reprimands or final warnings as well as convictions.

Please provide details below of any convictions which are not spent under the terms of the Rehabilitation of Offenders Act 1974:

7. Equality Act

The Equality Act 2010 makes it unlawful to discriminate against employees because of a mental or physical disability.

The Equality Act defines a disabled person as 'someone who has a physical or mental impairment which has a substantial and adverse long-term effect on his or her ability to carry out normal day to day activities'.

Do you have a disability?

Yes

No

If yes, please give details:

If, because of your disability, you should require any particular arrangements to be made for your interview please give details below:

8.

References

Please give the names and addresses of your **employers** in the last 6 years.

Reference 1

Reference 2

<p>Name:</p> <p>Job Title:</p> <p>Organisation:</p> <p>Address:</p> <p>Contact No: Email:</p> <p>How is this person known to you:</p> <p>Do you wish to be consulted before this referee is approached?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Name:</p> <p>Job Title:</p> <p>Organisation:</p> <p>Address:</p> <p>Contact No: Email:</p> <p>How is this person known to you:</p> <p>Do you wish to be consulted before this referee is approached?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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Please use additional paper if you have had more than two employers in the last 6 years. We reserve the right to contact any of your other previous employers.

Please give the names and addresses of your two **Personal** referees. This cannot be a family member or employer.

Reference 1

Reference 2

<p>Name:</p> <p>Address:</p> <p>Contact No: Email:</p> <p>How is this person known to you:</p>	<p>Name:</p> <p>Address:</p> <p>Contact No: Email:</p> <p>How is this person known to you:</p>
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General Data Protection Statement

At The Mansfield Building Society we take your privacy seriously. Full details of the types of personal information we collect from you, how we use, store and share this information, together with your individual rights, can be found in our Job Applicant Privacy Notice, a copy of which is provided to you when you apply for a role with The Mansfield Building Society. It is important that you read the Job Applicant Privacy Notice.

In addition, the Privacy Notice can be accessed via our recruitment page on our website, www.mansfieldbs.co.uk.

If your application is successful and you take up employment with The Mansfield Building Society, the information will be used in the administration of your employment. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process. Upon taking up employment with The Mansfield Building Society you will be provided with the Employee Privacy Notice.

Statement to be Signed by the Applicant

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 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. FCA, PRA 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.

Signed:

Date:

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