



Bath Building Society

Application for Employment

CONFIDENTIAL

Which role are you are applying for? :

Please note that all candidates are treated equally regardless of their sex, sexual orientation, marital status, age, race, ethnic origin, religious belief or disability.

Personal Details (Block capitals or typescript)

Surname:

First Names:

Maiden and other names:

Mr/Mrs/Miss/Ms: delete as applicable

Current address (including postcode) :

Home telephone number :

Mobile :

Email address :

The Society will need to undertake a credit check on you should you be successful in your application. To complete this we will need your details of your previous addresses for the last two years:

Previous Address 1:

Previous Address 2:

Previous Address 3:

Nationality:	Do you require a Work Permit to be employed in the United Kingdom? YES/NO: delete as applicable If yes, please provide further details including expiry date:
Do you hold a full licence to drive a car : YES/NO delete as applicable Do you own a car? YES/NO delete as applicable Details of any Endorsements:	Driving Licence No: Expiry Date:

Medical

Do you regard yourself as disabled? YES/NO delete as applicable Please provide any details which you think may be relevant to us for the purpose of your application: Do you require any special arrangements for interview: YES/NO delete as applicable (& provide details if so) How many days absence, through illness, have you had in the last 12 months (include a breakdown of these days):

References (for external candidates only)

Please provide the names, addresses and telephone numbers of two referees for you, including a brief explanation of their connection to you. (Referees will only be contacted if you have successfully completed the interview process)	
The first should be your present or most recent employer (or head teacher/university or college lecturer if a school leaver in first employment). 1.	The second should be a previous employer. (We need to verify 3 years employment) 2. Tel:

<p>Tel:</p> <p>Connection:</p> <p>May we approach them prior to interview? YES/NO</p>	<p>Connection:</p> <p>May we approach them prior to interview? YES/NO</p>
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Career History

(Starting with your current employer first and working backwards through your employment history – please provide an explanation for any gaps in your employment history)

Name and address of employer(s)	From To	Position held and brief description of your role (please include your notice period for your employment)	Reason for leaving and final salary & benefits

Education History

(Starting with your last school / college / university and working backwards)

Secondary School/ College/ University attended	Full or Part-time	From / To	Course(s) taken or currently studying	Examination results (including grades)
<p>Please provide details of any professional & business training courses attended:</p> <p>Professional Qualifications: _____ Professional Society: _____</p> <p>Details of UK registration: _____ Name and Membership No. _____</p>				

Financial Information

Have you at any time (delete as applicable) :	
Been convicted of a criminal offence or been subject to penalties for tax evasion?	YES/NO
Had a County Court Judgement made against you?	YES/NO
Been declared bankrupt or are about to enter bankruptcy proceedings?	YES/NO
Failed to keep up payments on a loan?	YES/NO
Have you ever (delete as applicable) :	
Been authorised to give advice on investments, including life assurance, or previously worked as an Introducer as defined by the Financial Services Act 1986?	YES/NO
Has such authority at any time been refused, cancelled, withdrawn or been subject to disciplinary action.	YES/NO
Have you ever been a defendant in any civil proceedings or a party to any arbitration in Relation to investment or other financial business or been the subject of any criminal	

proceedings?	YES/NO
Have you any outstanding judgement debts or awards; or been the defendant in civil proceedings relating to financial business?	YES/NO
Have you made any arrangement with creditors in the last five years?	YES/NO
Have you been refused authorisation or approval in the financial services sector, or has such approval been terminated by the Regulator?	YES/NO
Have you been disqualified as a company director?	YES/NO
Have you been subject to disciplinary investigation by a Regulator, Government body or Agency over the past five years?	YES/NO
Have you been a director, partner or secretary of a financial services business, which has ceased to trade, gone into insolvency, liquidation or administration in the last five years?	YES/NO
Are you aware of any pending proceedings related to the above Finance section?	YES/NO
<p>By signing this application form you are consenting to the Society undertaking a credit reference to verify your financial soundness. If the answer is YES to any of the above, please give full details on a separate sheet.</p>	

Rehabilitation of Offenders Act 1974

Under the Act, most sentences awarded by a Court for Criminal offences may be regarded as spent and disregarded, for most purposes, after a specified period of time and need not then be disclosed. However, if the appointment for which you have applied is one to which the Rehabilitation of Offenders Act (Exceptions) Orders apply, you are required to declare any criminal convictions and enquiries and checks may be made in that respect.

It is your responsibility to distinguish between those convictions which require to be declared and those which do not. You should provide us with full details on a separate page. By signing this application form, you are confirming you have no unspent convictions for or current charges in respect of any criminal offence of dishonesty, fraud, financial crime or violence or other offences under legislation relating to banking and financial services, companies, insurance and consumer protection unless otherwise indicated.

Additional Information

Please use this space, and/or a separate sheet to provide additional relevant information. School leavers should include details of any school positions of responsibility, holiday employment, work experience, hobbies or specialist interest.

How do you spend your leisure time?

Please give details of any public duties you undertake (eg JP, Councillor, Special PC)

Do you speak any foreign language? If yes, please indicate:

Miscellaneous

Explain why you are interested in this position and give any additional information in support of your application including relevant skills and personal qualities. (Continue on a separate sheet if necessary)

If offered this position will you continue to work in any other capacity? YES/NO delete as applicable, if yes, please provide details:

How did you learn about this vacancy? :

Do you know or are you related too any existing Bath Building Society employee(s) to the best of your knowledge? YES/NO delete as applicable, if yes, please provide details including name & your connection to the person :

To help us in our selection process, please give us an indication of your salary requirement: £

Are there any dates within the next two weeks when you will not be available for an interview? If so give dates:

To be best of my knowledge the above facts are a true statement. I accept that providing deliberately false information could result in my dismissal.

Signature of applicant:

Date:

This form should be returned, marked Private & Confidential, to the:

HR Dept
Bath Building Society
15 Queen Square
Bath
BA1 2HN