

APPLICATION FOR EMPLOYMENT

CONFIDENTIAL RECORD

This Form must be completed fully and honestly. If not applicable please write "Not Applicable" in the space provided.

RECRUITMENT POLICY

It is the policy of Ramsdens Financial Ltd to employ the best qualified personnel and provide equality of opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of sex, colour, nationality, ethnic origin, marital status, sexual orientation, religion, age or disability

APPLICATION DETAILS

Forename		Surname	
Position Applied for		Date of Application	
Home Address		Previous Address	
		If you have been at your present address for 3 years or less	
Time at Present Address	Years Months	Time at Previous Address	Years Months
Home Telephone		Mobile	
E-mail Address			
Where did you see the position advertised?			

Have you a current full Driving License?	Yes / No*	Have you any current Endorsements?	Yes / No*
Do you have access to your own car?	Yes / No*	If yes please detail below	

* Delete as appropriate

EDUCATION & QUALIFICATIONS (starting with most recent)

From – To (Month/Year)		Establishment (Name and Address)	Qualifications Attained (Achieved/Expected)

DETAILS OF OTHER COURSES ATTENDED

From – To (Month/Year)		Subjects Studied (Course Details)	Course Organised By (e.g. Local Council)	Results (Achieved/Expected)

MEMBERSHIP OF PROFESSIONAL BODIES

Body	Membership Status

EMPLOYMENT EXPERIENCE (starting with most recent)	
Company	
Nature of Business	Notice Period
Address	Most Recent Position Held and Nature of Duties
Present/Final Salary	Other Forms of Remuneration/Benefits
Employment Dates	
Reasons for Leaving / Wanting to Leave	
Company	Reasons for Leaving
Address	
Nature of Business	
Employment Dates	
Company	Reasons for Leaving
Address	
Nature of Business	
Employment Dates	

PERSONAL INTERESTS & ACHIEVEMENTS (Use the space below to list any spare time activities)

WHAT ATTRACTS YOU TO WORKING AT RAMSDENS?

WHY DO YOU THINK YOU ARE SUITED TO THIS VACANCY?

When would you be able to start?	
Please provide dates of any holidays booked for the remainder of this year and next year.	

Have you ever been convicted or found guilty by a court of any offence in any country (excluding parking but including all motoring offences even where a spot fine has been administered by the Police) or have you ever been put on probation (probation orders are now called Community Rehabilitation Orders) or absolutely/conditionally discharged or bound over after being charged with any offence or is there any action pending against you? You need not declare convictions, which are "spent" under the rehabilitation of offenders Act (1974)
Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details below

ARE YOU AN UNDISCHARGED BANKRUPT?
Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details below

DO YOU HAVE ANY CCJ (COUNTY COURT JUDGMENTS) AGAINST YOU?
Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details below

DECLARATION

Please place X in the box if you agree that your application for employment is subject to the following statements:

- I understand that if I am offered the position, a check against the National Collection of Criminal Records will be undertaken, along with a credit bureau check.
- I declare that all of the information I have given on this application form is true to the best of my knowledge and belief.
- I understand that my application may be rejected and/or that I may be subject to disciplinary action if I am appointed and I have given false information or withheld relevant details.

I declare that the information I have given on this application form is true and complete to the best of my knowledge and belief. In addition, I understand that any false information or deliberate omission in the information I have given on this form may disqualify me for employment with Ramsdens.

NAME	
SIGNATURE	
DATE	

Important: Data Protection Act (1998). This form asks you to supply personal data as defined by the Data Protection Act 1998. You will be supplying this data to the appropriate HR dept where it may be processed exclusively for the purpose of a check against the Collection of Criminal Records. The HR dept will protect the information, which you provide and will ensure that it is not passed to anyone who is not authorised to see it.

By completing the declaration on this form, you are explicitly consenting for the data you provide to be processed in the manner described above. If you have any concerns, about any of the questions or what we will do with the information provided, please contact the person named in the job details for further information.

REFEREES

Please supply details of your last 2 employers and one personal Referee. (References will only be sought after an offer of employment has been made).

CURRENT EMPLOYER		LAST EMPLOYER	
Company Name		Company Name	
Position Held		Position Held	
Time in this Position		Time in this Position	
Name of Referee		Name of Referee	
Address		Address	
Post Code		Post Code	
Email Address		Email Address	

PERSONAL REFEREE

Name of Referee	
Relationship to You	
Address	
Post Code	
Email Address	

EQUAL OPPORTUNITIES POLICY STATEMENT

Ramsdens Financial Ltd operates a strict policy of equality of opportunity providing for an environment which is free from discrimination, harassment or victimization. No applicant or employee will be treated less favorably or disadvantaged as a result of sex, gender, marital status, sexual orientation, religion, disability, age, nationality or ethnicity.

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

Yes

No

If Yes please provide details below

PROCESSING OF DATA

Ramsdens Financial Ltd manages a rigorous monitoring process to ensure the full implementation of this policy.

We would therefore ask you to complete the following questions noting that the details you provide do not form any part of the selection criteria and their completion is strictly optional. We have only asked for your name so that monitoring can take place both at the short listing for interview stage and at the appointment stage. Once an appointment has been made, the data given on this form will be stored in an anonymous format and the form will then be destroyed.

You may, of course, decide not to answer one or any of these questions but if you do respond, all information provided will be treated in confidence and will be used solely by the Human Resources Department for the purpose of providing statistics for equal opportunities monitoring. The monitoring form does not form part of your application and will therefore be detached from it on receipt and stored separately.

PERSONAL DETAILS

Forename		Surname	
Date of Birth		Male / Female	
National Insurance Number			
Marital Status			
Nationality			
Ethnic Origin			

- | | | | |
|---------------------------------|--------------------------|-----------------------------------|--------------------------|
| White . British | <input type="checkbox"/> | Black/Black British . Caribbean | <input type="checkbox"/> |
| White . Irish | <input type="checkbox"/> | Black/Black British . African | <input type="checkbox"/> |
| White . Other | <input type="checkbox"/> | Black/Black British . Other | <input type="checkbox"/> |
| Mixed . White & Black Caribbean | <input type="checkbox"/> | Asian/Asian British . Indian | <input type="checkbox"/> |
| Mixed . White & Black African | <input type="checkbox"/> | Asian/Asian British . Pakistani | <input type="checkbox"/> |
| Mixed . White & Asian | <input type="checkbox"/> | Asian/Asian British . Bangladeshi | <input type="checkbox"/> |
| Mixed . White & Other | <input type="checkbox"/> | Other Asian Background | <input type="checkbox"/> |
| Chinese | <input type="checkbox"/> | Other | <input type="checkbox"/> |

SIGNATURE		DATE	
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Note: If you are appointed, a check against the National Collection of Criminal Records will be undertaken and documentary evidence sought to confirm your answers.