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| APPLICATION FOR EMPLOYMENT |

CONFIDENTIAL RECORD

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

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| **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 |

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| **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? | |  | |

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| **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

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| EDUCATION & QUALIFICATIONS (starting with most recent) | | | |
| **From – To**  (Month/Year) | | Establishment (Name and Address) | **Qualifications Attained**  (Achieved/Expected) |
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| DETAILS OF OTHER COURSES ATTENDED | | | | |
| **From – To**  (Month/Year) | | Subjects Studied (Course Details) | **Course Organised By**  (e.g. Local Council) | **Results**  (Achieved/Expected) |
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| MEMBERSHIP OF PROFESSIONAL BODIES | |
| **Body** | **Membership Status** |
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| 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 | |
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| Company | Most Recent Position Held and Nature of Duties |
| Address |
| Nature of Business | Reasons for Leaving |
| Employment Dates | Final Salary |
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| Company | Most Recent Position Held and Nature of Duties |
| Address |
| Nature of Business | Reasons for Leaving |
| Employment Dates | Final Salary |

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| **PERSONAL INTERESTS & ACHIEVEMENTS** (Use the space below to list any spare time activities) |
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| WHAT ATTRACTS YOU TO WORKING AT RAMSDENS? |
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| **WHY DO YOU THINK YOU ARE SUITED TO THIS VACANCY?** |
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| **When would you be able to start?** |  |
| **Please provide dates of any holidays booked for the remainder of this year and next year.** |  |

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| **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 🞏 No 🞏** If Yes please provide details below |

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| **Are you an undischarged bankrupt?** |
| **Yes 🞏 No 🞏** If Yes please provide details below |

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| **Do you have any CCJ (County Court Judgments) / COURT DECREES against you?** |
| **Yes 🞏 No 🞏** If Yes please provide details below |

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| **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.  I confirm that I am applying for employment with Ramsdens under my freewill and I am not under any form of duress or pressure from a third party to do so. | |
| **NAME** |  |
| **SIGNATURE** |  |
| **DATE** |  |

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| **Important: GDPR Regulations.** This form asks you to supply “personal” data as defined by the GDPR Regulations. 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.  Ramsdens Job Applicant Privacy Notice can be found at https://www.ramsdensforcash.co.uk/careers/ This privacy notice  provides detailed information on how we use and protect your personal information, and your rights in relation to this.  The business has a legal interest to hold any application on file for a period of six months. In addition to this we would like to seek your consent to use your application to assess your suitability for future vacancies for a further six months should you not be successful in the vacancy you are applying for, if you **do** consent to us using your data for future vacancies please tick this box. 🞏 |

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| **REFEREES** | | | |
| Please supply details of your last two 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** |  |
| **Name of Referee** |  | **Name of Referee** |  |
| **Referee Position held** |  | **Referee Position held** |  |
| **Your position held** |  | **Your position held** |  |
| **Time in this Position** |  | **Time in this Position** |  |
| **Address** |  | **Address** |  |
| **Post Code** |  | **Post Code** |  |
| **Email Address** |  | **Email Address** |  |

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| **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 |
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| **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. |

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| PERSONAL DETAILS | | | | | | | | | | | | | | | | | | | | | | | | | |
| Forename | |  | | | | | | | | | | | | | Surname | | | | | |  | | | | |
| Date of Birth | |  | | | | | | | | | | | | | Male / Female | | | | | |  | | | | |
| National Insurance Number | |  |  | - |  |  | | - | |  | |  | - |  |  | | - |  |  |  | | | | | |
| Marital Status | |  | | | | | | | | | | | | | | | | | | | | | | | |
| Nationality | |  | | | | | | | | | | | | | | | | | | | | | | | |
| **Ethnic Origin** | |  | | | | | | | | | | | | | | | | | | | | | | | |
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| White – British | | | | | | |  | |  | | Black/Black British – Caribbean | | | | | | | | | | | |  |  |  |
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| White – Irish | | | | | | |  | |  | | Black/Black British – African | | | | | | | | | | | |  |  |  |
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| White – Other | | | | | | |  | |  | | Black/Black British – Other | | | | | | | | | | | |  |  |  |
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| Mixed – White & Black Caribbean | | | | | | |  | |  | | Asian/Asian British – Indian | | | | | | | | | | | |  |  |  |
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| Mixed – White & Black African | | | | | | |  | |  | | Asian/Asian British – Pakistani | | | | | | | | | | | |  |  |  |
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| Mixed – White & Asian | | | | | | |  | |  | | Asian/Asian British – Bangladeshi | | | | | | | | | | | |  |  |  |
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| Mixed – White & Other | | | | | | |  | |  | | Other Asian Background | | | | | | | | | | | |  |  |  |
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| Chinese | | | | | | |  | |  | | Other | | | | | | | | | | | |  |  |  |
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| **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. | | | | | | | | | | | | | | | | | | | | | | | | | | |