

APPLICATION FOR EMPLOYMENT

Please complete **ALL** sections using black ink.

Position Applied For:

Branch/Department:

Where did you see the position advertised? (please tick all that apply)

- thetipton.co.uk totaljobs.com Express and Star newspaper indeed.co.uk
 expressandstar.com Other (please state)

CONFIDENTIAL INFORMATION

Please note The Tipton operates a probationary period, normally 6 months from the date of appointment.

SECTION A - PERSONAL DETAILS (PLEASE COMPLETE IN BLOCK CAPITALS)

Permanent Address:

Previous Address (if less than 2 years at Permanent Address):

Postcode:

Postcode:

Correspondence Address (if different from either of the above):

Contact Telephone Numbers:

Home:

Mobile:

National Insurance Number:

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Have you or your spouse, or any business for which you are or were responsible, ever been involved in debt problems which have resulted in a County Court Judgement. Or have you made arrangements with your creditors or been subject to a payment default or been involved in Bankruptcy/Receivership proceedings?

Yes No (If YES please provide details)

Have you ever been convicted of a criminal offence or, are you currently charged with any offences, including offences involving fraud, dishonesty, financial crime or violence or any offence under regulatory or other legislation concerning bodies included within the Financial Services Sector? (You need not include convictions which are "Spent" under the Rehabilitation of Offenders Act 1974)

Yes No If YES please provide full details in a sealed envelope marked **STRICTLY CONFIDENTIAL**

Have you ever been the subject of disciplinary proceedings?

Yes No (If YES please provide details)

Have you previously worked for 'Tipton & Coseley Building Society'?

Yes No (If YES please give details including dates and your reason for leaving:-)

Does your Partner or do any of your close relations currently work for, or have they ever worked for Tipton & Coseley Building Society?

Yes No (If YES please provide details)

In certain cases it might not be possible for partners/relatives to work or to have worked in the same area of the business.

Please indicate here any public duties you have undertaken (JP, Local Councillor etc.) and any unpaid or voluntary interests you may have:

SECTION B - REFERENCES

Existing and Previous Employers

The regulatory environment in which Tipton & Coseley Building Society operates requires us to obtain references satisfactory to us. We reserve the right to approach any current or previous employer and will specifically ask about disciplinary offences and records of absence. Your signature at the foot of Page 10 will authorise us to approach both current and past employers - normally after an offer has been made.

Personal References (Please do not include existing/ previous employers or family members)

Name:

Name:

Address:

Address:

Postcode:

Postcode:

Tel Number:

Tel Number:

Occupation:

Occupation:

SECTION C - EMPLOYMENT RECORD

Please provide full details covering your employment history. Indicate start and finish dates and account for any gaps in employment. Please begin with your most recent employment. If necessary continue on Page 8.

Date		Employer's Full Name and Address	Position Held and Main Duties	Reason for Leaving	Leaving Salary
From	To				

How much notice of termination must you give to your present employer?

If it is convenient to telephone you at work please provide the telephone number:

SECTION D - SECONDARY EDUCATION

From	Date To	School Name and Address	Examination	Subject	Grade

SECTION E - FURTHER EDUCATION including Professional & Vocational Qualifications

From	Date To	College/University Name	Subjects	Qualification	Grade

SECTION F - ALL RELEVANT TRAINING & DEVELOPMENT HISTORY

Date	History - including Continuing Professional Development	Outcome	Award (If any)

SECTION G - INFORMATION RELATING TO MORTGAGE & ASSOCIATED REGULATORY POSTS

STATUS

Are you currently or have you been a Registered Mortgage Advisor?

Yes No

If you have answered **NO** to this question then please proceed to **SECTION H**

If you have answered **YES** please answer the following questions:-

ADVICE & RECOMMENDATION

Please list the mortgage products and if applicable the repayment vehicle (e.g. endowment, pension etc.) that you have been authorised to advise upon and sell?

TRAINING & COMPETENCE

Have you achieved your current employers' threshold standard of competence?

Yes No

If **YES** please provide the date this was first achieved:

If **NO** when did you commence training?

Had you made satisfactory progress in your training?

Yes No

COMPLAINTS

Have you had any complaints of significance registered against you (e.g. accusations of mis-selling etc)?

Yes No (If **YES** provide details i.e. dates, number and nature)

If **YES** were the complaints settled in your favour?

Yes No

Please indicate if these complaints are still outstanding.

Yes No

INDEBTEDNESS

Do you owe any financial debts (other than concessionary loans) to any Financial Services employer?

Yes No (If **YES** please indicate the arrangements that are in place to repay this debt)

BUSINESS INVOLVEMENT

Have you ever been disqualified as a company director or had your authorisation or approval withdrawn by a regulator including revocation of a CCA licence?

Yes No (If YES please provide details)

Please provide details of any involvement as a director, secretary or partner with a financial services business that has ceased to trade, gone into insolvency, liquidation or administration in the last three years: -

SECTION H - ADDITIONAL BACKGROUND & SUPPORTING INFORMATION

Please give details of how you meet the Person Specification, along with a brief description of your current role and responsibilities and any other information that would support your application. Continue on Page 8 if required.

SECTION I - GENERAL INFORMATION

Do you own a car?

Yes No

Do you hold a current valid driving licence?

Yes No

Have you any current endorsements?

Yes No (If YES please provide details)

Can you speak or write in any foreign languages?

Yes No (If YES please provide details)

Do you have any concerns regarding this application?

Yes No (If YES please provide details)

SECTION J - RECRUITMENT MONITORING

Tipton & Coseley Building Society is an Equal Opportunities Employer and wishes to promote equal treatment for all employees or potential employees irrespective of race, creed, colour, sexual orientation, nationality, ethnic origins, religion, disability, age, gender, marital status, Staff Association or Trade Union Membership. Please complete the following in order that we can adhere to our Equal Opportunities Policy.

Personal information supplied by you will be held in our records in accordance within the provisions of the Data Protection Act 1998. You are entitled under the act to ask for a copy of any personal information held about you, subject to the payment of a £10 administration fee, and you have the right to request that it be changed if it is incorrect. If you have any questions about your rights under the Data Protection Act please write to Tipton & Coseley Building Society, 70 Owen Street, Tipton, West Midlands, DY4 8HG.

THIS INFORMATION WILL BE USED FOR NO OTHER PURPOSE

Surname:

Title: Mr/Mrs/Ms/Miss

First Names:

Date of Birth:

Permanent Address:

Postcode:

I would describe my ethnic origin as:

White European

White UK

White Other

Black African

Black Caribbean

Indian

Pakistani

Bangladeshi

Other - Please specify

Do you hold a valid passport?

Yes No

European

Other

If Other please give details:

Do you need a work permit to work in the UK?

Yes No

Under the Asylum and Immigration Act 1996 it is a legal requirement for Tipton & Coseley Building Society to request an original document belonging to you which gives you the right to work in the UK. The provision of your valid National Insurance Number given on Page 1 will generally satisfy this requirement.

DATA PROTECTION ACT

Under the Data Protection Act 1998, the general information you have supplied about yourself in this form is known as your personal data and information about any criminal convictions, ethnic origin and health is called 'sensitive personal data'. Tipton & Coseley Building Society will process (e.g. record and use) your personal and sensitive data for its internal records and to assist in the selection for employment process. It may also need to disclose your data, including sensitive personal data, to the following organisations;

- Present and previous employers and persons nominated as personal referees so that references may be obtained;
- Credit Reference Agencies so that your credit worthiness may be checked. These agencies may retain a record of our searches which will be available to other organisations that grant credit;
- We will check your details with fraud protection agencies. If you provide false or inaccurate information and we suspect fraud, we will record this. We and other organisations may use and search these records to:
 - Help make decisions about credit and related services, for you and members of your household;
 - Help make decisions on motor, household, credit, life and other insurance proposals and insurance claims, for you and members of your household;
 - Trace debtors, recover debt, prevent fraud and to manage your accounts or insurance policies;
 - Check your identity to prevent money laundering, unless you furnish us with other satisfactory proof of identity.
- The Financial Conduct Authority (FCA) and the Prudential Regulation Authority (PRA) for regulatory purposes if you are appointed to a job that requires you to be an introducer to Legal & General Assurance Limited or if you will be an Approved Person and require authorisation by the FCA or PRA;
- The Society's medical advisers in order to check any special arrangements that may be necessary to accommodate a medical condition;
- Any third parties to (a) meet compliance obligations, (b) administer Tipton & Coseley Building Society Group benefits;

This form and supporting documentation will be destroyed after 12 months if you are not employed by Tipton & Coseley Building Society. Before Tipton & Coseley can process your personal and sensitive personal data it needs your explicit consent to do so. Please see the declaration below.

DECLARATION

Please read carefully. By signing this declaration you will be:

- Giving your consent to Tipton & Coseley Building Society to process your personal AND sensitive personal data, and
- Giving consent to Tipton & Coseley Building Society to obtain documents and information from third parties such as a Credit Reference Agency Search for verification processes.

I confirm that I have read and understood the above information regarding personal data and sensitive personal data. I hereby agree and consent to you processing my personal data and sensitive personal data.

I declare that I have never been suspected of, charged with or convicted of dishonesty, fraud or violence in respect of any financial dealings or transactions.

I confirm that the information given in this application form is correct and that this declaration may be taken as part of any subsequent contract of employment.

Name:		Date:	
Signed:			

If you have any queries regarding this form please contact a member of our Human Resources Team on 0121 557 2551