



Mortgages  
Savings  
Investments  
Insurance  
Loans

# Employment application form

## Instructions Please read carefully

- Please use black or blue pen and complete all sections of the application in BLOCK CAPITALS
- Please answer every question
- When boxes are provided please tick
- Please ensure the declaration is signed and dated by you
- Please send the completed form to:  
Human Resources,  
Saffron House,  
1A Market Street,  
Saffron Walden,  
Essex,  
CB10 1HX.  
Please mark the envelope "Private and confidential"
- Please call 01799 5222 11 or email [hr@saffronbs.co.uk](mailto:hr@saffronbs.co.uk) if you have any queries or need help

**We will be happy to help you complete this form or to provide a large print copy if required.**

## PERSONAL DETAILS

Title (eg Mr/Mrs/Miss)

Surname

First names (in full)

Have you ever been known by any other name?

Yes

No

If Yes, please give your former name

National Insurance Number

Address

Postcode

How long have you lived at this address?

years

months

If less than three years, please give your previous address and postcode here

Work telephone number

Home telephone number

Mobile telephone number

Email address

Do you own a car?

Yes

No

Do you have a current full driving licence?

Yes

No

Is it clean?

Yes

No

If No, please give details

If you have applied to the Society before, please give details

If you have any family connection or other contact with the Society, please give details

Have you at any time been convicted of any offence by any court?

Yes

No

If Yes, please give details

These need not be given if the offence or conviction is deemed as spent by virtue of the Rehabilitation of Offenders Act 1974



## SKILLS AND COMPETENCIES

Please give details of the skills and competencies that you have acquired


## DISABILITY

Do you suffer from any medical condition or disability which may affect your ability to perform the work for which you are applying?

Yes

No

If Yes, please give details

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If Yes, please also indicate what adjustments we may need to make to assist your application or to enable you to carry out the job


## SICKNESS ABSENCE RECORD

How many days sickness have you had in the last two years and on how many occasions?


## EMPLOYMENT DETAILS

Please give a full account of your previous employment history, over the last 10 years, beginning with the most recent (or current). Please enclose a follow on sheet if you have more than four employers to include.

Date from

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Date to

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Name and address of employer

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Type of business

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Position held

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Reason for leaving

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Notice period

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Salary level

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Main duties and responsibilities

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## EMPLOYMENT DETAILS (2)

Date from

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Date to

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Name and address of employer

Type of business

Position held

Reason for leaving

Salary level

Main duties and responsibilities

## EMPLOYMENT DETAILS (3)

Date from

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Date to

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Name and address of employer

Type of business

Position held

Reason for leaving

Salary level

## EMPLOYMENT DETAILS (4)

Date from

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Date to

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Name and address of employer

Type of business

Position held

Reason for leaving

Salary level



# FITNESS AND PROPRIETY QUESTIONNAIRE

This refers to your suitability to work for a financial institution.

If you answer Yes to any question, then please provide further information in the section at the end of this form.

Have you ever worked as an Introducer, Financial Advisor or Registered Mortgage Advisor within a regulated environment?

Yes  No

Have you ever been the subject of any criminal proceedings involving fraud, theft, false accounting or other dishonesty offences? (Convictions spent under the Rehabilitation of Offenders Act 1974 must be included).

Yes  No

Are you the subject of any current criminal proceedings or have you had convictions for any offences other than those listed above which are not spent? (Excluding traffic offences unless these resulted in a ban from driving or involved driving without insurance).

Yes  No

Are you, or have you ever been, the subject of any civil proceedings, arbitration or litigation, including proceedings that may lead to a County Court Judgement ('CCJ') or other judgements including Crown Court or Magistrates Court in the United Kingdom or elsewhere? (Excluding spent convictions).

Yes  No

Are you aware of any intention to begin such proceedings against you in the future?

Yes  No

Have you ever been the subject of bankruptcy proceedings or had deeds of arrangements?

Yes  No

Do you have any outstanding financial obligations arising from regulated activities, which you have conducted in the past, whether in the United Kingdom or overseas? (In the case of advisers, this will include any outstanding liabilities arising from commissions paid for the sale of packaged products which have lapsed).

Yes  No

Have you been the subject of investigation into allegations of misconduct or malpractice in connection with business activity?

Yes  No

Are you currently the subject of any disciplinary proceedings by a regulatory body, or are you aware that any such proceedings are pending?

Yes  No

Have you ever been involved in any business as a partner, director, controller or senior manager?

Yes  No

Have you ever been dismissed or requested to resign from any profession, vocation, office or employment, or from any office or position of trust?

Yes  No

Have you ever been refused, restricted in, or had suspended, the right to carry on any trade, business or profession for which specific licence, authorisation, membership or other permission is required?

Yes  No

Have you ever been disqualified from acting as a director or from acting in a management capacity or conducting the affairs of a company?

Yes  No

Has any company of which you have been a controller, director or senior manager been put into liquidation, convicted of any criminal offence, investigated, censured or disciplined by any governmental, statutory or regulatory body?

Yes  No

Have you ever been the subject of disciplinary proceedings with your current or previous employers?

Yes  No

