

In branch  
0800 072 1100  
saffronbs.co.uk



# **Saffron Building Society**

# **Employment Application Form**

# Employment Application form

## PLEASE READ CAREFULLY

Please use a 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 The People Team, Saffron House, 1A Market Street, Saffron Walden, Essex, CB1 1HX, please mark the envelope "Private and Confidential" or bring along to your interview if requested.

Please call **0800 072 1100** or email **careers@saffronbs.co.uk** if you have any questions 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 (Mr/Mrs/Ms/Miss/Other)

Surname

Forename

Have you ever been known by any other name? Yes  No

If yes please give your former name

Address   
  
 Postcode

Postcode

How long have you lived at this address?  Years  Months

If less than three years, please give your previous full address here:

Postcode

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



## FURTHER EDUCATIONAL DETAILS

Please give details of any further education and qualifications

College/University	Full/Part time/Evenings Work based/vocational	Subjects	Qualifications

Please give details of any professional organisation(s) of which you are a member

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## 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 for work which you are applying? Yes  No

If yes, please give details

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 AND 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 6 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

Date to

Name and address of employer

Type of business

Position held

Reason for leaving

Notice period

Current salary + benefits:

Basic Salary

Commissions

Other Benefits

Main duties and responsibilities

## EMPLOYMENT DETAILS (2)

Date from

Date to

Name and address of employer

Type of business

Position held

Reason for leaving

Notice period

Salary + benefits:

Basic Salary

Commissions

Other Benefits

Main duties and responsibilities

## EMPLOYMENT DETAILS (3)

Date from

Date to

Name and address of employer

Type of business

Position held

Reason for leaving

Notice period

Salary + benefits:

Basic Salary

Commissions

Other Benefits

Main duties and responsibilities

## EMPLOYMENT DETAILS (4)

Date from

Date to

Name and address of employer

Type of business

Position held

Reason for leaving

Notice period

Salary + benefits

Basic Salary

Commissions

Other Benefits

Main duties and responsibilities

## OTHER INFORMATION

What are your career ambitions?

Is there any other information you wish to give in support of your application?

Position applied for (if known)

Preferred location

Where did you hear about this role?

## 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.

FITNESS AND PROPRIETY QUESTIONNAIRE	Yes	No
Have you ever worked as an Introducer, Financial Advisor, Senior Manager or qualified Mortgage Advisor within a regulated environment?		
Have you ever been the subject of any criminal proceedings involving fraud, theft, false accounting or other dishonesty offences? You do not need to declare spent convictions.		
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)		
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 ('CJJ') or other judgements including Crown Court or Magistrates Court in the United Kingdom or elsewhere? (Excluding spent convictions)		
Are you aware of any intention to begin such proceedings against you in the future?		
Have you ever been the subject of bankruptcy proceedings or had deeds of arrangements?		
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)		
Have you been the subject of investigation into allegations of misconduct or malpractice in connection with business activity?		
Are you currently the subject of any disciplinary proceedings by a regulatory body, or are you aware that any such proceedings are pending?		
Have you ever been involved in any business as a partner, director, controller or senior manager?		
Have you ever been dismissed or requested to resign from any profession, vocation, office or employment, or from any office or position of trust?		
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?		
Have you ever been disqualified from acting as a director or from acting in a management capacity or conducting the affairs of a company?		
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?		
Have you ever been the subject of disciplinary proceedings with your current or previous employers?		

\*If yes, we will need you to complete a further declaration.

If you have answered yes to any of the questions on the previous page, please give details below.



Before signing this form you should carefully read our Candidate Privacy Notice (or Staff Privacy Notice if you have already received a written job offer) which, explains the purpose of collecting this data; the retention period; lawful reasons for processing and who this data is shared with.

## DECLARATION

I declare that I have not resigned or been dismissed from any previous appointment for any connected reason with an actual or alleged breach of rules under any regulatory body.

In addition I declare that I have not resigned or been dismissed from any previous appointment in connection of any offence involving fraud, dishonesty or violence.

If my application is successful I undertake to advise the Society immediately if at any time there is a change to the information within this form.

I confirm that the information given is correct and full to the best of my knowledge and I understand that any false statement or omission could lead to the withdrawal of a job offer or dismissal.

Signature

Name

Date