

Application for Employment

Clerical Positions

Please advise the Human Resources Department, on **(0191) 244 2151**, if you require assistance with the completion of the enclosed application form.

Position applied for Vacancy No

Personal Details

Title

Surname Forename(s).....

Private address Telephone No(s): home

..... Day time No. (if different)

Postcode Email Address..... Time at this address

If you have lived at the above address for less than 5 years please provide your previous address(es) below.
(Continue on separate sheet if necessary) and the dates of residency.

Address Address

.....

.....

.....

Postcode Dates of residency Postcode Dates of residency

Please state any dates during the next FOUR weeks when you will NOT be available for interview

.....

.....

In no more than 50 words please explain why you would like to work for Newcastle Building Society:

.....

.....

.....



INVESTOR IN PEOPLE



Career History

(most recent/current job first) you must provide details covering the preceeding ten years (where appropriate please explain any breaks in employment)

Employer name & address nature of business	Exact dates employed from to		Position held (job title and responsibilities)	Reasons for leaving
..... email.....		
..... email.....		
..... email.....		
..... email.....		

Current/Last Salary £	Date of next review		
Additional Benefits: (Please tick)	Company Car <input type="checkbox"/>	Private Health Insurance <input type="checkbox"/>	Occupational Pension Scheme <input type="checkbox"/>
	Subsidised Mortgage <input type="checkbox"/>	Other (please give details) <input type="checkbox"/>
Notice Required		

Qualifications and Training

Qualification subject	Level	School/college attended
.....
.....
.....

Training course attended	Level	Course provider/ venue	Date attended
.....

Financial Services Act 1986

To be completed by all applicants

The following questions are to be completed by all applicants irrespective of whether or not they will be involved in the sale of Financial Products or Services.

1.	Are you currently registered with any Financial Regulator e.g. Financial Services Authority? If YES, please give details.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2.	Give the name of any other financial services business in which you are a Director, a Partner, or hold more than 15% of the shares (this includes any holding by a spouse or minor child including "common law" spouse).		
3.	Have you ever been subject to disciplinary proceedings by your employer or any Regulatory Body? If YES, please give details.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
4.	Have you ever been subjected to Civil or Criminal Court proceedings? If YES, please give details.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	NB Convictions which are deemed 'Spent' under the Rehabilitation of Offenders Act need not be disclosed.		
5.	Are you indebted to any previous employer e.g. commission claw back, etc? If YES please give details.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
6.	Have you ever had any judgement debt entered against you; made any compromise or arrangement with one or more of your creditors, or made proposals for such; or ceased trading in circumstances in which one or more of your creditors did not receive full payment?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Important Notes

In order to assess levels of competency you may be required to undergo tests and/or exercises. Financial, Credit and Employment references and proof of identity and residence will be sought for all applicants. Employment references will be sought from the last 5-10 years of employment (depending on position applied for). Information given in employment references may be shared with regulatory authorities, such as the Financial Services Authority. All other information provided will be used for recruitment purposes only. Information will not be passed to third parties for marketing or any other purposes. A no smoking policy is operated.

Declaration

The information given on this form is accurate and complete to the best of my knowledge. I hereby authorise the Society to apply for credit and employment references as may be considered appropriate and I understand any employment offered will be subject to those references being satisfactory. I agree to disclosure of employment references to the necessary regulatory authorities. I understand that I may be required to undergo psychometric or aptitude tests.

Signed Date

Employment Monitoring Form

The aim of the monitoring form is to promote equality of opportunity for all applicants and to meet the requirements of equal opportunities legislation.

The information provided on this section of the form will only be used to monitor recruitment and will not be used in the selection process. **This section will be removed before being issued to any selection panel.**

Surname	First Name(s)
Date of Birth	Male or Female
Telephone No.	Email Address
Job Applied for (and ref no. if applicable).....	

Where did you hear of this vacancy?

.....

Have you applied to us for employment before?

If so when and for what position?

.....

Ethnicity

Choose one section from A to E then tick the box within that section that describes your background.

A. White

British

Other

Irish

D. Black

Caribbean

African

Any other Black background

B. Mixed

White and Black Caribbean

White and Black African

White and Asian

Any other mixed background

E. Chinese

Chinese

Any other background

C. Asian

Indian

Pakistani

Bangladeshi

Any other Asian background

Right to work in the UK

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

Yes No

If 'Yes' do you have a current valid work permit?

Yes No

*These categories are based on a combined census 2001 classification for the UK. Note that the headline titles for sections C, D and E (namely Asian, Black and Chinese) acknowledge a number of 'national' subgroups. For example; under 'Asian', we also recognise Asian British, Asian English, Asian Scottish, Asian Welsh and other Asian British.

Disability

The Disability Discrimination Act 1995 defines disability as 'a person with a physical or mental impairment which has a substantial and long term adverse affect on his/her ability to carry out normal day to day activities'

Do you consider yourself to have a disability under this definition?

Yes No

(If 'Yes' please give further details below)

Please give any details of special facilities or practical arrangements we can make to help you through the recruitment process (please contact our HR Team to discuss your requirements).

Please also give details of any adjustments that may be required to the work place or equipment that will help you perform the role.

Health

Please give details of any illness, medical condition or injury resulting in absence from work of 5 days or more in the last 5 years or which could affect your attendance or job performance.

Declaration

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Signed Date