

Guidelines for Completion

Employment Application Form

Personal details

Please ensure that Section 1. 'PERSONAL DETAILS' is completed in full.

If you are invited to interview, you will be asked to provide documentary evidence to prove that you are eligible to live and work in the UK. For UK citizens a valid passport will suffice, alternatively a full birth certificate in combination with a document showing your national insurance number (either issued by a government agency or previous employer). should be sufficient. If you are not a UK citizen, and/or do not have the above documents, you should contact the HR department for details of suitable alternatives.

Education and employment history

In the event that an offer of employment is made, you will be asked to provide evidence of any qualifications and training detailed in Section 2.

Please ensure that any gaps or breaks in employment are accounted for.

We will not contact your present employer without your permission unless an offer of employment has been made and accepted by you.

Data protection

Under the Data Protection Act 1988, the general information supplied about yourself on this application form is known as 'personal data' and information about any criminal convictions is called 'sensitive personal data'.

The Society will record and use this data for its internal records and to assist in the selection process. We may need to disclose this information to the following organisations:

- Present and/or previous employers and those persons nominated as personal referees
- Credit Reference Agencies, who may retain a record of our search which will be seen by other organisations that grant credit
- Criminal Records Checking Services
- Our benefit providers
- Our industry regulators

The Society will not process your data without your authority to do so (see Section 10. "DECLARATION")

Equal opportunities

It is the Society's policy to treat all employees and job applicants fairly and equally. The Society will not discriminate either directly or indirectly on the grounds of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership.

In addition, where a physical feature of the Society's premises, or a provision, criterion or practice puts a disabled person at a substantial disadvantage compared to others during the recruitment process or employment, the Society will seek to make reasonable adjustments to enable the disabled person to overcome the disadvantage.