



Human Resources Department, Oakfield House, Harry Weston Road,  
Binley Business Park, Coventry CV3 9YR.  
Tel: 0845 6016326

# APPLICATION FOR EMPLOYMENT

**Name of applicant:**

**Position applied for:**

**How were you made aware of this vacancy?**

‘Positively committed to a diverse workforce’



Please read through this application form carefully before completion. Please ensure you complete all sections of the form. If you require this form in a different format, please contact the HR Department on 0845 6016326. Please note all Coventry Building Society applications will be subject to satisfactory background checks and employment and credit references being received.

## PERSONAL DETAILS

(Mr/Mrs/Miss/Ms)		
First name(s):	<input type="text"/>	Surname: <input type="text"/>
Previous names:	<input type="text"/>	Name known by: <input type="text"/>
National Insurance Number:	<input type="text"/>	

Current address:	Any previous addresses during the past five years (please state address, postcode and length of residence at each address). 1.  2.  3.  (continue on a separate word document if necessary)
Postcode:	
Period at address: Yrs      Months	
Home phone:	
Work phone:	
Mobile phone:	
Email address:	
Are you happy for us to contact you at:	
Home      YES <input type="checkbox"/> NO <input type="checkbox"/>	
Work      YES <input type="checkbox"/> NO <input type="checkbox"/>	
Is there a convenient time?	
You may be required to provide proof of identity at this address.	

Are any of your relatives/friends employees of the Society?	YES <input type="checkbox"/> NO <input type="checkbox"/>
	If YES, please give name:

Have you previously applied for a position with the Society?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If YES, please give approximate date and position:	

Do you require a Work Permit to work in the UK?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Proof of eligibility to work in the UK will be requested if a position is offered. Unfortunately we're unable to accept applications from candidates NOT eligible to live and work in the UK.
---	--	---

Please complete this section if it is relevant to the role that you are applying for:	
Do you have a current driving licence?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you own a car?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Please give details of any current driving convictions or endorsements, including dates:	

Have you ever been convicted of any criminal offence which is unspent under the Rehabilitation of Offenders Act 1974? YES  NO

If YES, please give full details:

(It is our policy to require all applicants for employment to disclose unspent criminal convictions in accordance with the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 and 1986. The information you provide will be treated as strictly confidential and will be considered only in relation to the appointment for which you are applying.)

Have you ever been convicted of fraud? YES  NO

If YES, please give full details:

Have you ever had any County Court Judgements, entered into an Individual Voluntary Agreement or been declared bankrupt? YES  NO

If YES, please give full details:

Do you have any outstanding defaults? YES  NO

If YES, please give full details:

**FINANCIAL SERVICES INFORMATION**

Have you ever acted as an Introducer or Authorised Advisor of an authorised Firm or Approved Representative? YES  NO

If yes, please provide details below (for the past 5 years only).

Name of Company	Organisation introducing to	From (month and year)	To (month and year)	Position held	Reason for leaving

I declare that I have not resigned or been dismissed from any previous appointments for any reason connected with any factual or alleged breach of the FSA rules, and I confirm that I am not indebted to any organisation or individual as prohibited under the terms of the FSA rules.

Have you ever been refused, or had revoked or withdrawn, any authorisation to carry out insurance, investment or banking business? YES  NO

Have you ever been a defendant in any civil proceedings, or a party to any arbitration, in relation to investment business? YES  NO

Have you ever been disciplined, suspended or dismissed in connection with regulated activities? YES  NO

If the answer to this is 'yes' please provide details on a separate sheet of paper.

**EDUCATION AND QUALIFICATIONS** (from age 11 years).

Attaching a CV is not acceptable. **You will be required to provide proof of qualifications so please ensure accuracy when completing these sections, referring to exam certificates if necessary.** (continue on a separate word document if necessary.)

From	To	Name and address of school/college	Subjects studied/exams passed/courses attended	Grade	Date

**FURTHER EDUCATION** (please detail professional qualifications and any designatory letters).

From	To	Name and address of college/university	Subjects studied/exams passed (show grades and dates where applicable).

**MEMBERSHIP OF PROFESSIONAL BODIES** (please detail any memberships you hold).

Date achieved	Details

**OTHER RELEVANT TRAINING COURSES ATTENDED**

From	To	Name and address of college/organisation	Course title

**PC SKILLS**

Experience of: (please tick)    Word     Excel     PowerPoint     Access     Outlook     Other Email

Other Packages     Please specify:

Do you hold a current First Aid Certificate?                      YES                       NO

## EMPLOYMENT INFORMATION

### PRESENT EMPLOYMENT

Please give details of each employment or occupation over the previous 10 years. Please note, we may apply to any employer listed for a reference, **should your application be successful.**

Name and address of employer:    Postcode:  Telephone:	Current post held:
	Date from:
	Date of appointment to company:
	Reason for leaving:
	Date of leaving:
	Period of notice:
	Present salary and benefits details:
Please give a brief description of your duties and responsibilities, numbers managed, reporting relationships and activities in which you have been involved. Examples of any innovations/important decisions made would be of particular interest. Please also include details of any career progression. (continue on a separate word document if necessary.)	

### PREVIOUS EMPLOYMENT (most recent first).

Please note, this section must be fully completed, attaching a CV is not acceptable. (continue on a separate word document if necessary.)

Dates: From/To Day/Month/Year	Name, address and telephone number of employer	Job title and main responsibilities	Reason for leaving	Salary on leaving

## EMPLOYMENT GAPS

Please detail below any gaps between employment or times when you were not working in the past 10 years.

Dates: From/To Day/Month/Year	Reason	Please give contact name and address of local Benefit Office or personal referee ( <b>NOT</b> a relative) who can verify these details.

## REASON(S) FOR APPLYING FOR THIS POST

Please give your reasons for making this application, mentioning your personal and professional strengths and experience you have gained. (continue on a separate word document if necessary.)

## HOBBIES/INTERESTS

Please give details of any hobbies, pastimes, sports etc.

## AVAILABILITY

Please indicate dates when you would be UNAVAILABLE FOR INTERVIEW:

Should your application be successful when could you commence employment?

## REFERENCES

Please give names and addresses of referees covering a continuous period of at least five years up to the present date. One of your referees **must** be your present or most recent employer or educational establishment. The others should be from previous employers and/or educational establishments. (continue on a separate word document if necessary.) Please ensure that three references are given.

1. Present or most recent employer or university/college/school <input type="checkbox"/>	2. Previous employer or university/college/school <input type="checkbox"/>	3. Employer <input type="checkbox"/> personal <input type="checkbox"/> or professional if been self-employed <input type="checkbox"/>
Name:	Name:	Name:
Job title or relationship:	Job title or relationship:	Job title or relationship:
Company name:	Company name:	Company name:
Address:	Address:	Address:
Telephone:	Telephone:	Telephone:
May we contact the above for reference purposes prior to the issue of an offer of employment?		
YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>

For the purposes of Fidelity Insurance, an Insurance Company may also take up references on the Society's behalf. A credit search will also be conducted subject to approval being given.

## ANY ADDITIONAL INFORMATION IN SUPPORT OF YOUR APPLICATION

## HEALTH

Do you currently have any health issues that would adversely affect you doing the role you have applied for?\*

YES

NO

If YES, please explain what reasonable adjustments you require and if there is anything else we need to be aware of:

\* If you are unsure about what the role entails, please contact the HR team on 0845 6016326.

## IS THERE ANYTHING ELSE RELEVANT TO THE ROLE THAT WE SHOULD BE AWARE OF?

## DECLARATION

I confirm that the details given on this form are correct to the best of my knowledge and belief. I understand that any false information given may disqualify me from taking up employment or render me liable to dismissal.

I have submitted the information only for the purpose of screening me for employment for Coventry Building Society and understand that if offered the position, employment will be subject to employer references and results from any other background checks that may be required being satisfactory to Coventry Building Society.

We will check your details against fraud prevention databases. Should our investigations identify fraud or the commission of any criminal offence by you (on your part) when applying for, or during (the course of) your employment with us, we will record details of this on fraud prevention databases. This information may be accessed from the UK and other countries and used by law enforcement agencies and by us and other employers (and potential employers) to prevent fraud. Please write to the Financial Crime Manager, Oakfield House, Binley Business Park, Coventry CV3 9YR if you want to receive details of the relevant fraud prevention databases through which we share information.

I agree to a Credit Search being carried out now and at any point in the future as deemed necessary by the Coventry. (Please note that employment related credit searches are not logged by the credit reference agency and will therefore not affect your credit status.)

In accordance with UK data protection legislation, I hereby give my consent for the Coventry to obtain, process, store, use and disclose information relating to the administration of my application and any subsequent administration of my details in relation to an offer of employment. I understand this information may be used for statistical purposes, monitoring of the effectiveness of the Coventry's Equality and Diversity Programmes and for monitoring compliance with company policy and legislation in relation to such employment matters as candidate assessment; communication with prospective employees: Health and Safety; administration and payment of salaries, pensions, health schemes and other benefits with deductions.

Signed \_\_\_\_\_

Date

Printed \_\_\_\_\_

Once the recruitment procedure is completed, all paperwork relating to the recruitment process will be stored for six months and then destroyed. If you are the successful candidate, relevant information may be taken from this form and used as part of your personnel record.

# EQUAL OPPORTUNITY MONITORING FORM

**The Coventry is an Equal Opportunity employer.** It is our policy to provide equality and fairness for all throughout the whole recruitment process and in all aspects of employment. We oppose all forms of unlawful and unfair discrimination. No applicant or employee will receive less favourable treatment on grounds of gender, marital status, race, ethnic origin, colour, nationality, disability, sexual orientation, religion or age.

To help us monitor the effectiveness of our policies, please complete the following questions as appropriate. **We treat the information you give us in confidence. This form is not part of our selection process and will be detached from your application prior to short-listing.**

<b>Personal details</b>	
<b>Surname:</b> _____	<b>First name(s):</b> _____
<b>Date of birth:</b> _____	<b>Age:</b> _____
<b>Gender:</b> Male <input type="checkbox"/>	Female <input type="checkbox"/>

<b>Ethnic Origin (based on CRE guidelines &amp; 2001 Census)</b>	
<b>How do you describe your ethnic origin?</b>	
<b>White</b>	<b>Black or Black British</b>
British <input type="checkbox"/>	Caribbean <input type="checkbox"/>
Irish <input type="checkbox"/>	African <input type="checkbox"/>
Other <b>please specify</b> _____	Other <b>please specify</b> _____
<b>Asian or Asian British</b>	<b>Mixed</b>
Indian <input type="checkbox"/>	White and Black Caribbean <input type="checkbox"/>
Pakistani <input type="checkbox"/>	White and Black African <input type="checkbox"/>
Bangladeshi <input type="checkbox"/>	White and Asian <input type="checkbox"/>
Other <b>please specify</b> _____	Other <b>please specify</b> _____
<b>Chinese or Other ethnic group</b>	
Chinese <input type="checkbox"/>	Other <b>please specify</b> _____

<b>Disability</b>
The Disability Discrimination Act 1995 defines a person as having a disability if he/she has 'a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities'.
Do you consider yourself to have a disability as defined above?                    YES <input type="checkbox"/> NO <input type="checkbox"/>
If you are selected for interview are there any special arrangements we would need to make for you?
<div style="border: 1px solid black; height: 80px; width: 100%;"></div>

I give my consent for the Society to obtain, process, store, use and disclose information relating to my personal details, health and ethnic origin for statistical purposes and for monitoring the effectiveness of the Society's Equality and Diversity Programmes.	
Signed _____	Date <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div>