

Return your completed application form along with the Equal Opportunities Monitoring form to:

Human Resources, Cambridge Building Society,  
Head Office Administration Centre, PO Box 232,  
51 Newmarket Road, Cambridge, CB5 8FF.

Telephone: 01223 727720

Fax: 01223 727714

E-mail: HR@cambridgebs.co.uk

## APPLICATION FOR EMPLOYMENT

Position applied for: \_\_\_\_\_

Expected salary: \_\_\_\_\_

Preferred working hours:    **Full-time:**     **Part-time:**     **No. of preferred hours:** \_\_\_\_\_

## SECTION 1: PERSONAL DETAILS

Title: \_\_\_\_\_ Surname: \_\_\_\_\_

Full home address: \_\_\_\_\_

Previous surname(s): \_\_\_\_\_

First name(s): \_\_\_\_\_

Post code: \_\_\_\_\_

Telephone (daytime): \_\_\_\_\_

Previous address (if at current address less than 5 years): \_\_\_\_\_

Telephone (evening): \_\_\_\_\_

Mobile: \_\_\_\_\_

Can we contact you at work?: \_\_\_\_\_

Post code: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Do you require a work permit?    **yes:**     **no:**

National Insurance Number: \_\_\_\_\_

If yes, do you possess a valid permit?    **yes:**     **no:**

## SECTION 2: OTHER DETAILS

Do you know anyone currently or previously employed by the Cambridge Building Society?    **yes:**     **no:**

If **yes**, please state name and relationship: \_\_\_\_\_

Have you previously applied for a position with the Cambridge Building Society?    **yes:**     **no:**

If **yes**, please state which position you applied for, the approximate date of your application and the outcome, e.g. interviewed etc:

When considering you for this job we may refer to any previous applications we may hold.

Have you previously worked for the Cambridge Building Society?    **yes:**     **no:**

If **yes** please give employment details: \_\_\_\_\_

Do you hold a current driving licence?    **yes:**     **no:**

Please only answer this question if the job you are applying for involves driving duties.

If **yes**, are there any current endorsements?    **yes:**     **no:**

This information is requested so that we can assess your suitability for driving duties and to ensure we comply with our insurance obligations, we may be asked to disclose this to our insurers.

Details: \_\_\_\_\_





## SECTION 5: EMPLOYMENT

Employment Record (most recent first): A 10 year history is required, explaining any gaps in employment of 2 months or more. Please continue on a separate sheet if necessary.

Name and type of organisation with full address:

Dates employed from to

Title of job, main responsibilities and achievements:

Reasons for leaving:

Notice period: Finishing salary:

Name and type of organisation with full address:

Dates employed from to

Title of job, main responsibilities and achievements:

Reasons for leaving:

Finishing salary:

Name and type of organisation with full address:

Dates employed from to

Title of job, main responsibilities and achievements:

Reasons for leaving:

Finishing salary:

Please detail below any absences from work due to sickness within the last two years. Please continue on a separate sheet if necessary.

Date:	Duration:	Reason:



## SECTION 6: HEALTH

Do you have or have you had a disability?    yes:     no:     please state:

A health problem or disability will not in itself prejudice your application. This information is required solely to allow us to consider any special arrangements needed. A disability is defined under the Disability Discrimination Act 1995 as a physical or mental impairment, which has a substantial and long-term adverse affect on ones ability to carry out normal day-to-day activities.

If you have, or have had a disability that affects your ability to carry out any aspects of this job, please state any reasonable adjustments that we could make to the job:

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Are there any special amenities/adaptations, which would be required to enable you to attend and participate in the interview?

If yes please give details:

yes:     no:

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## SECTION 7: ADDITIONAL INFORMATION

### Have you ever...

been declared bankrupt or insolvent?

yes:     no:

had a County Court Judgment made against you?

yes:     no:

defaulted on any agreement?

yes:     no:

**If you have answered 'yes' to any of the above questions please give details on a separate sheet.**

Do you have any current criminal convictions or cautions for dishonesty or violence that are not spent?

yes:     no:

If yes please give details:

Are you the subject of any current criminal procedures?

yes:     no:

If yes please give details:

**Under the Rehabilitation of Offenders Act 1974 you are required to give details of any convictions that are not 'spent' failure to do so may render you liable to summary dismissal should you be appointed.**

Do you hold any authorisations in the financial services sector?

yes:     no:

If yes please give the name and address of the company:

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Have you ever been refused, or had terminated or withdrawn, any authorisation in the financial services sector?

yes:     no:

Have you ever been disqualified as a company director?

yes:     no:

Are you currently under any disciplinary investigation by an employer, regulator or government body or agency?

yes:     no:

Have you been subject to a disciplinary investigation by an employer, regulator or government body or agency?

yes:     no:

Have you been involved as a director, secretary or partner with any financial services business that has ceased to trade, gone into insolvency, liquidation or administration in the last 3 years?

yes:     no:

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**SECTION 9: DECLARATION**

By signing this application form and Equal Opportunities Form, I declare that to the best of my knowledge and my belief, the information contained in this application is true and complete. I understand that any misrepresentation or failure to disclose information may result in my application not proceeding or my employment being terminated.

I consent to the Society processing my personal data (which includes sensitive personal data as defined by the Data Protection Act) and holding that data on computers or manually.

I consent to the Society making any enquiries as considered necessary for the purposes of confirming the information provided and understand that my data may be disclosed and held by the following organisations:

- ▶ Present/previous employers and any other referees to obtain references
- ▶ Credit search agencies for a Personal Vetting Report, which will not affect any future credit decisions
- ▶ Any other relevant organisation that is necessary for the Society's legitimate business purposes or regulatory requirements - if you are appointed to a position which requires you to be authorised by the FSA (Financial Services Authority), so that they may arrange for you to be licensed and to maintain their records
- ▶ Any other relevant 3rd party which monitors compliance

If required I consent to a medical examination to be performed, at the Society's expense, including any tests necessary to determine the state of my health. I agree that the medical examiner may seek information from my medical records from my GP.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Thank you for interest in the Cambridge Building Society. Please ensure you have completed all the sections of this form and the equal opportunities form in full. Please return to the address below, and include your CV if you wish.

We look forward to receiving your application for employment.

**ADVERTISING AND PUBLICITY**

So that we can judge the effectiveness of our recruitment advertising, please give details of how you learned of this vacancy.

Please tick as appropriate:

<input type="checkbox"/> Advertisement <b>where:</b>	<input type="checkbox"/> Job Centre:
<input type="checkbox"/> Poster:	<input type="checkbox"/> Speculative Enquiry:
<input type="checkbox"/> Other <b>specify:</b>	<input type="checkbox"/> Website:



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