**Job application form**

This application form must be completed by **the applicant only**.

|  |  |
| --- | --- |
| Position applied for |  |

Section 1 **Personal Details**

**Name**

|  |  |
| --- | --- |
| Title (e.g. Mr, Mrs, Ms etc) |  |
| Surname |  |
| Forename(s) |  |
| Name commonly known by |  |

**Contact information**

|  |  |  |  |
| --- | --- | --- | --- |
| Current address |  | | |
|  |  | | |
|  |  | Postcode |  |
| Home telephone number |  | | |
| Work telephone number |  | | |
| Mobile telephone number |  | | |
| Email address |  | | |

**Conflicts of interest and disclosures**

All of our roles are subject to detailed pre-employment checks including a credit check, basic DBS check, references covering the last 6 years and qualification checks. Please complete the questions below:

|  |  |
| --- | --- |
| Would you have any concerns with us completing a credit check, and is there anything we’d need to be aware of? |  |
| Do you have any live convictions that might prohibit you from being appointed to a position within a Financial Services organisation? |  |
| If yes, please provide details: |  |
| Are you currently related to or in an intimate relationship with anyone who works at the Society? |  |

Continued overleaf

Section 2 **Equality, Diversity and Inclusion**

**Voluntary Disclosures**

The following information is captured for **monitoring purposes only** and will not be disclosed to the hiring manager unless there is a need to do so to facilitate reasonable adjustments to the recruitment process.

The purpose of this section is to collect and analyse our recruitment data, ensuring that our recruitment process is inclusive and to identify any gaps that can help us to prioritise our equality, diversity, and inclusion goals.

If you do not wish to disclose any of the information below, please select ‘Prefer not to say’.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **What is your gender?** | |  |  |  | | --- | --- | --- | |  | Female |  | |  | Male |  | |  | Non-binary |  | |  | Prefer not to say |  | |  | Other (please self-describe) |  | |
| **Is the gender you identify with the same as your gender registered at birth?** | |  |  |  | | --- | --- | --- | |  | Yes |  | |  | No |  | |  | Prefer not to say |  | |
| **Date of Birth** |  |
| **Which of the following best describes your sexual orientation?** | |  |  |  | | --- | --- | --- | |  | Straight/Heterosexual | | |  | Gay/Lesbian | | |  | Bisexual | | |  | Prefer not to say | | |  | Other (please state) |  | | |
| **Are you married or in a civil partnership?** | |  |  | | --- | --- | |  | Yes | |  | No | |  | Prefer not to say | |
| **Ethnic origin.** Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box  I would describe myself as: | |
| **A - White** | |  |  |  | | --- | --- | --- | |  | English / Welsh / Scottish / Northern Irish / British | | |  | Irish Traveller | | |  | Other (please state) |  | | |
| **B - Mixed / multiple ethnic groups** | |  |  |  | | --- | --- | --- | |  | White and Black Caribbean | | |  | White and Black African | | |  | White and Asian | | |  | Other (please state) |  | | |
| **C - Asian / Asian British** | |  |  |  | | --- | --- | --- | |  | Indian | | |  | Pakistani | | |  | Bangladeshi | | |  | Chinese | | |  | Other (please state) |  | | |
| **D - Black / African / Caribbean / Black British** | |  |  |  | | --- | --- | --- | |  | Caribbean | | |  | African | | |  | Other (please state) |  | | |
| **E - Prefer not to say** |  |
| **What is your religion?** | |  |  |  | | --- | --- | --- | |  | No religion | | |  | Christian (including Church of England, Catholic, Protestant and all other Christian denominations) | | |  | Buddhist | | |  | Hindu | | |  | Jewish | | |  | Muslim | | |  | Sikh | | |  | Prefer not to say | | |  | Other (please state) |  | | |
| **Health and Disability** | |
| Are your day-to-day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months? | |  |  | | --- | --- | |  | Yes | |  | No | |  | Prefer not to say | |
| **If you ticked yes, please state the impairment(s) which apply to you** | |  |  |  | | --- | --- | --- | |  | Physical impairment | | |  | Sensory impairment | | |  | Mental health condition | | |  | Learning disability / difficulty | | |  | Social or behavioural | | |  | Long standing illness | | |  | Prefer not to say | | |  | Other (please state) |  | | |
| **Do you require any adjustments to enable you to participate fully in the recruitment process?**  The information in this field may be passed on to the line manager if required to ensure a fair recruitment process. |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Candidate Name:** |  | **Position Applied For:** |  |

Section 3 **Work and Education History**

**Education**

Please complete the table below to summarise the qualifications you’ve obtained. Please add further rows if necessary.

|  |  |  |
| --- | --- | --- |
| **Year** | **Institution** | **Qualification** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Work**

Please complete the table below to summarise your work history. Please add further rows if necessary.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates** | **Company** | **Job title** | **Brief overview of duties** | **Reason for leaving** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

In order to meet our regulatory requirements, we will seek to understand any gaps in your work/education history. This is particularly important in the last 6 years. If you do have any gaps, please use the space below to detail the reason for such gaps and what you were doing during that time.

|  |
| --- |
|  |

**Personal Statement**

Please use the box below to detail how you believe you meet the criteria outlined in the job description and person specification for the position you’ve applied for. Please note that our shortlisting is based on assessing candidate suitability in relation to the job description and person specification so do take your time completing this.

|  |
| --- |
|  |

Once complete, please email this form to HR@themarsden.co.uk.