

Cumberland House Castle Street Carlisle CA3 8RX
Telephone: (01228) 541341
www.cumberland.co.uk

STAFF APPLICATION FORM

Position applied for _____

Please complete in block capitals using dark ink.

The Cumberland Building Society is an Equal Opportunities Employer, and all applications will receive equal treatment irrespective of sex, age, marital status, disability or race.

Please answer all questions as fully as possible or write N/A if not applicable. If there is insufficient space on the form to answer a question in full, then please continue on a separate sheet.

PERSONAL

Mr/Mrs/Miss	Forenames	Surname
Address		Previous Surname if changed during last 5 years
Postcode		Private Telephone Number:
If less than three years, please give previous address		Business Telephone Number:
Postcode		May we contact you at this number Yes <input type="checkbox"/> No <input type="checkbox"/>
		Date of Birth
		National Insurance Number
Do you have a current driving licence? Yes <input type="checkbox"/> No <input type="checkbox"/> Is it clean? Yes <input type="checkbox"/> No <input type="checkbox"/> If NO, please provide full details.		
Would you need a work permit for the UK? Yes <input type="checkbox"/> No <input type="checkbox"/> If YES, please provide full details.		
Have you ever made an application to an employment tribunal. Yes <input type="checkbox"/> No <input type="checkbox"/> If YES, what was this for and what was the outcome?		

LEGISLATIVE REQUIREMENTS

Have you ever been registered under the Financial Services Act 1986? Yes <input type="checkbox"/> No <input type="checkbox"/> If YES, please give full details.
Have you ever been convicted of a criminal offence (other than a spent conviction under the Rehabilitation of Offenders Act 1974)? Yes <input type="checkbox"/> No <input type="checkbox"/> If YES, please give full details.
Are there any pending criminal proceedings against you? Yes <input type="checkbox"/> No <input type="checkbox"/> If YES, please give full details.
Have you ever been bankrupt or insolvent or had a court order for non-payment of debt made against you? Yes <input type="checkbox"/> No <input type="checkbox"/> If YES, please give full details.

LEGISLATIVE REQUIREMENTS continued

Are you aware of any intention to begin proceedings against you for bankruptcy or for non-payment of a debt?

Yes No If YES, please give full details.

EDUCATION

Secondary School	From	To	Subject	Qualification	Class/Grade
College/University	From	To	Subject	Qualification	Class/Grade
Vocational Training/Professional Qualifications	From	To	Subject	Qualification	Class/Grade

EMPLOYMENT HISTORY

List below present and past employment for the last 10 years, beginning with the most recent.

Employer's name address and business	Dates employed		Position(s) held	Duties in this position	Reasons for leaving
	From	To			
1			Annual salary £ <input type="text"/>		
2			Annual salary £ <input type="text"/>		
3			Annual salary £ <input type="text"/>		
4			Annual salary £ <input type="text"/>		

REFERENCES

Please give details of two people (not relatives) we could approach for references, after obtaining your permission. Please also indicate in what capacity you know them, i.e. previous employer, academic, etc. The Society may require a reference from your present (or last) employer and also from your school but this will not be taken up without your consent and in any event not prior to interview.

Referee 1 : Current/Past Employer

Name and job title

Address

Telephone:

Fax:

Capacity

Referee 2

Name and job title

Address

Telephone:

Fax:

Capacity

Have you previously applied for a position with the Cumberland Building Society or Cumberland Estate Agents Ltd?

Yes No If YES, please state the position applied for, approximate date and whether you were interviewed for the vacancy.

Have you previously worked for us or one of our subsidiary companies?

Yes No If YES, please give full details.

Has anyone recommended that you apply for a position within the Cumberland Building Society or Cumberland Estate Agents Ltd?

Yes No If YES, please give name

Have you any relatives working for us or one of our subsidiary companies?

Yes No If YES, please give name and relationship

On what date would you be available for work? Please give details of any notice period.

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If offered this position, will you continue to work in any other capacity?

Yes No If YES, please give full details.

ADDITIONAL INFORMATION

Please set out any further details you may wish to add in support of your application, including your reasons for applying.
(Continue on separate sheet if necessary).

GENERAL

Have you had or do you have a mortgage, loan, mail order account, store card, credit card or mobile phone contract account either in your own name or jointly with another person or persons?

Yes No

If YES, have the payments always been up to date?

Yes No (If you answer NO then please provide full details on a separate sheet)

Do you have a Current Account? Yes No

If YES, has the account always been up to date or remained within an agreed overdraft limit?

Yes No (If you answer NO then please provide full details on a separate sheet)

Please give brief details of pastimes, hobbies, sports, voluntary post held etc. (Please continue on an extra sheet if necessary.)

Further details regarding your health may be requested following interview if considered appropriate. A full medical examination may be required.

Except to the extent we are required or permitted by the law, the information which you provide in the application form, including information about health and criminal records, and any other information obtained or provided during the course of your application will be used solely for the purpose of assessing your application. If your application is successful, the information will form part of your employment file and we will be entitled to process it for all purposes in connection with your employment.

Cumberland Building Society may pass your personal information to one of its subsidiary companies. All personnel issues including assessment of applications and administration of employment relating to the subsidiary companies are dealt with by Cumberland Building Society.

So that we may use the information for the above purposes and on the above terms we are required under the Data Protection Act 1998 to obtain your explicit consent.

I consent to the use of my personal information (including information regarding health and criminal convictions) in this application form for the purpose and terms set out above.

I certify that, to the best of my knowledge, the information given is true and complete. I understand that any false information given on this form may render any offer of employment invalid or lead to termination of employment.

I understand that the Society will make searches with credit reference agencies who will supply information, including credit history information and records from the Electoral Register for the purposes of verification of identity. The agencies will record details of the search whether or not this application proceeds. The searches will be recorded on your credit file but should not affect your ability to obtain credit. Alternatively we may ask you to provide physical forms of identification.

Date

Signature

REF: SAF 3 (September 2010)