



Job Application Form

POSITION APPLIED FOR:

Have you previously applied for a position at the Manchester Building Society: Yes/No
If yes please state the position applied for

The following information will be used for the purposes of selection, recruitment and if you become an employee will be accessible by those employees responsible for the recruitment processes and the prevention of financial crime. For applications that have been submitted speculatively, the Application Form will be retained for a period of 6 months after submission.

STRICTLY CONFIDENTIAL

Title: (Mr/Mrs/Miss/Ms)	Gender: M/F	Surname:
Forenames:	Previous Surname (if applicable).....	
Tel No. Home/Mobile.....	Business	
National Insurance No:	May we contact you at your business?	
Have you a current Driving Licence?	Any Endorsements?	

PERSONAL

Addresses (Present & Previous) for the past five years:

Address:	Address:
.....
..... Postcode: Postcode:
Dates: From: To:	Dates: From: To:
Address:	Address:
.....
..... Postcode: Postcode:
Dates: From: To:	Dates: From: To:

EDUCATION

Dates		Secondary School/College/University	Subject studied and level	Grades/anticipated grades
From	To			

Are you a member of a professional institute?

Are you currently studying for or hold a Certificate of a recognised body?

Give details and dates of any relevant courses which you have attended:

.....

N.B. Please provide a photocopy of the last relevant qualification obtained.

EMPLOYMENT for the previous 10 years (Starting with your most recent/present job). Where there have been gaps in employment, please provide information as to the activities undertaken during the gaps.

From Mth/Yr	To Mth/Yr	Name & Address of Company	Tel No.	Type of Business (if not obvious from title)	Position held and duration	Brief description of Duties	Salary plus benefits prior to leaving	Reasons for Leaving

Have you got any unspent criminal convictions or are you currently under investigation by the police?

Yes/No

(If "yes" please give details)

.....

Have you ever been made bankrupt or have any outstanding County Court and/or Civil Court Judgements?

Yes/No

(If "yes" please give details)

.....

Have you ever defaulted on payments for any loans made to you ? (this should include bank overdrafts and mobile phone contracts)

Yes/No

(If "yes" please give details)

.....

REFERENCES

Please provide details of referees relating to all employment within the past five years to include your current or most recent employer. Please continue on a separate sheet if necessary. No approach will be made to a current employer without your prior knowledge and not before an offer of employment is made, although approaches may be made to other referees.

First Referee (current/most recent employer)

Second Referee

Name

Name

Company

Company

Address

Address

.....

.....

Tel

Tel

Occupation

Occupation

What period of notice is required?

CAREER SUMMARY

(Please describe briefly your career development to date, what attracts you to this position and how it fits into your career pattern)

Hobbies, leisure activities, voluntary or community activities and other social interests including any positions of responsibility held

ADDITIONAL INFORMATION

(Please add any information you may feel relevant to this application – continue on a separate sheet if necessary)

DECLARATION/AUTHORISATION

I give my permission for all or part of this information to be held on both manual and computerised records by the Manchester Building Society Group to which I may request access. I declare that to the best of my knowledge the information contained in this form and on my CV is true, complete and accurate and I understand that if any particulars I have given are found to be false I may be regarded as ineligible for recruitment or dismissed after my employment has commenced.

Our standard employment procedure requires us to make certain financial enquiries in relation to an individual seeking employment with Manchester Building Society. Your consent is required for this. Please read the following and sign to confirm your authorisation.

I authorise Manchester Building Society (the Society) to take up any credit references that are relevant to any potential future employment by the Group. I also provide authority for ongoing checks to take place during the course of my employment with the Group and also for the Group to retain or disclose such information in accordance with the Society's registration under the Data Protection Act 1998 – I understand that credit reference agencies may keep a record of the searches.

Signature Date

**PLEASE RETURN THIS APPLICATION FORM TO:
GAIL WORTHINGTON – HR MANAGER**

MANCHESTER BUILDING SOCIETY 125 PORTLAND STREET MANCHESTER M1 4QD

PLEASE ALSO ENCLOSE A COPY OF YOUR CV WITH YOUR APPLICATION