

# EMPLOYMENT APPLICATION FORM



**Position Applied for:** \_\_\_\_\_

Please complete this form as fully as possible for the purposes of our recruitment process. The information you provide will be treated as Strictly Confidential and will be accessed by Human Resources and potential line managers.

Please enclose or attach a CV with your application form.

Where did you learn of this vacancy? \_\_\_\_\_

Surname \_\_\_\_\_ Forenames \_\_\_\_\_

Previous Surname \_\_\_\_\_

Title      Mr       Mrs       Miss       Ms       Other \_\_\_\_\_

Home Address \_\_\_\_\_

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

Home Tel No. \_\_\_\_\_

Work Tel No. \_\_\_\_\_

Mobile \_\_\_\_\_

e-mail \_\_\_\_\_

Do you have friends or relations who are employed with the BGL Group? If yes, please give names.

\_\_\_\_\_  
\_\_\_\_\_

Have you made any previous applications to the BGL Group for employment? Give details.

\_\_\_\_\_  
\_\_\_\_\_

## LEGAL ISSUES

As we are regulated by the Financial Services Authority, we have a responsibility to make sure that our employees are of good character and able to perform their job. To do this, our policy is to complete credit references where we consider it appropriate for the job. By signing the declaration overleaf, you are agreeing to a credit reference being taken now or at any time during your employment if this is required.

National Insurance No. \_\_\_\_\_

Nationality. \_\_\_\_\_

Do you have the right to work in the UK without restriction?      Yes       No

Do you need a work permit?      Yes       No

Do you hold a current full UK driving licence?      Yes       No

Have you ever been dismissed from employment or is any dismissal pending?      Yes       No

If yes, please give details.  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of any criminal offence that is not treated as 'Spent' under the Rehabilitation of Offenders Act 1974? If yes, please state date of conviction(s) and nature of offence(s). Yes  No

Please note that only relevant convictions will be taken into account so disclosure need not necessarily be a bar to obtaining employment.

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Have you ever had any County Court Judgements registered against you? Yes  No

If yes, please give full details and confirm whether the Judgements have now been satisfied.

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Have you lived at your current address for more than 3 years? Yes  No

If no, please give details of your previous address.

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Have you ever had a Bankruptcy Order made against you or have you ever entered into an Individual Voluntary Arrangement with your creditors? Yes  No

If yes, please give full details.

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Are you currently experiencing difficulties in repaying any debts or managing your financial affairs? Or have you experienced any such difficulties in the last 3 years? Yes  No

If yes, please give full details

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Have you ever had an application/approval/authorisation to transact business in the financial services sector refused or revoked? Yes  No

If yes, please give full details.

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# EMPLOYMENT REFERENCES

We require two years full referencing ( with a minimum of TWO references ), one of which should include your current or most recent employer. If you cannot provide two employment references, please supply a character reference from a person who has known you in a professional capacity.

References will be taken up only after written acceptance of an offer of employment.

## Current/Most Recent Employer

Name \_\_\_\_\_ Title \_\_\_\_\_

Position \_\_\_\_\_

Organisation/Company \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Post code

Tel. No. \_\_\_\_\_

Fax No. \_\_\_\_\_

## Other Reference (previous employer)

Name \_\_\_\_\_ Title \_\_\_\_\_

Position \_\_\_\_\_

Organisation/Company \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Post code

Tel. No. \_\_\_\_\_

Fax No. \_\_\_\_\_

## Other Reference (previous employer)

Name \_\_\_\_\_ Title \_\_\_\_\_

Position \_\_\_\_\_

Organisation/Company \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Post code

Tel. No. \_\_\_\_\_

Fax No. \_\_\_\_\_

## Other Reference (previous employer or character reference)

Name \_\_\_\_\_ Title \_\_\_\_\_

Position \_\_\_\_\_

Organisation/Company \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Post code

Tel. No. \_\_\_\_\_

Fax No. \_\_\_\_\_

## PREVIOUS SICKNESS RECORD

In the last 2 years, how many days have you been absent from work, training or education through illness?  days.

If more than 16 days, please explain further.

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Have you had any periods of hospitalisation or prolonged illness requiring regular medical treatment in the last 10 years?

If yes, please explain further.

Yes

No

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Are you presently undergoing medical observation or treatment?

If yes, please explain further.

Yes

No

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The BGL Group is committed to providing equal opportunity and aims to give full and fair consideration to all current and potential employees.

## EQUAL OPPORTUNITIES

Please indicate your Ethnic Origin.

White	Mixed	Asian or Asian British	Black or Black British	Chinese or other ethnic group
English <input type="checkbox"/>	White and Black <input type="checkbox"/>	Indian <input type="checkbox"/>	Black Caribbean <input type="checkbox"/>	Chinese <input type="checkbox"/>
Irish <input type="checkbox"/>	White and Black African <input type="checkbox"/>	Pakistani <input type="checkbox"/>	Black African <input type="checkbox"/>	Other ethnic group <input type="checkbox"/>
Scottish <input type="checkbox"/>	White and Asian <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>	Other Black <input type="checkbox"/>	
Welsh <input type="checkbox"/>	Other Mixed <input type="checkbox"/>	Other Asian <input type="checkbox"/>		
Other White <input type="checkbox"/>				

Date of Birth

## DISABILITY

Do you consider yourself to be disabled in accordance with the Disability Discrimination Act of 1995? Yes  No

If yes, please indicate the nature of your disability by ticking the appropriate box below.

- I have dyslexia
- I am blind/partially sighted
- I have a disability not listed above, including such conditions as diabetes, epilepsy, asthma, etc (please specify).
- I am deaf/hard of hearing
- I am a wheelchair user/have mobility difficulties

Any adaptations or modifications required as a result of disability to ensure a safe working environment will be considered after the formal interview process.

## IMPORTANT INFORMATION AND DECLARATION

The BGL Group is the data controller in relation to all personal data, including sensitive personal data, which you provide in connection with your application for employment. We will process your data for the purposes of employee administration, including the consideration of this application for employment. The BGL Group is also required by the Financial Services Authority to ensure that its employees are of good character and are able to perform their job, and it is our policy to complete credit references where appropriate.

If your application is unsuccessful, we will keep your information for a reasonable period of time in line with legal requirements and for administration purposes. We may also contact you if other job opportunities arise in the future which we think may be suitable for you. If you do not wish to be contacted for this purpose then please tick this box.

By signing you indicate your explicit consent to the BGL Group and its subsidiary and associated companies to process your personal data, including sensitive personal data, for the purposes set out above. You also certify that all the information you have given is true, complete and accurate, and acknowledge that if any information you have given is incorrect, incomplete or misleading, this may lead to withdrawal of any offer of employment or dismissal without notice if you have commenced work.

Signature

Date