

## APPLICATION FORM

Please complete all sections of this form in black ink or type, as it will be photocopied. Refer to the guidance notes given throughout the form when completing each section, but if you feel you need advice about how to complete it, then please let us know. Internal applicants should note that they are required to complete the form in full, as no assumptions will be made about their experience.

<b>PERSONAL DETAILS</b>	
Title of Post applying for:	Reference (if applicable):
(Please write the post title in full, as it was advertised)	Closing Date: _____
First Name:	Familiar Name:
Surname:	Previously known as:
Title:   Mr   Mrs   Ms   Miss   No title	
Address:	
_____	
_____	
Post Code:	
_____	
Email Address:	
_____	
Telephone Number: (Daytime)	Evening:
(Please give both your evening and daytime telephone numbers. If we need to telephone you at your work place we will be discreet)	
NI Number:	Do you require a permit to work in the UK: Yes   No
Do you hold a full, current, UK driving licence:   Yes   No	





## WORK EXPERIENCE

Please list all previous employment in date order starting with the most recent first, including temporary work:

Employer's name and address	Job Title and brief summary of duties	Dates employed from – to (month & year)	Reason for leaving

(Please use a continuation sheet if necessary)



## EDUCATION AND TRAINING

Please list details of your education and training, including on the job training. List them in the order they were attained giving qualification grades and results. Please note that qualifications gained in any country apart from Britain may be acceptable subject to verification of standards. Also list any training you have received which did not lead to a qualification but which you feel is relevant to the post you are applying for.

Name of School/College University/Employer	Dates from and to	Subjects	Qualification gained and grade

## SKILLS, ABILITIES, KNOWLEDGE AND EXPERIENCE

Use this space to tell us why you are the right person for the job. Make sure you read the person specification that was in the advertisement; it shows the kind of person we are looking for. Do your best to show that you have the skills, abilities, knowledge and experience we want and that you share our values. Check for any essential qualifications. It isn't only paid work that counts, but also your experience of life, work in home, in the community or whilst in full time education. (Continue on another sheet if you need to.)



## RECRUITMENT MONITORING

Reliance Bank Ltd is striving to ensure equality of opportunities in its employment policies. Monitoring recruitment practise is an effective way of reaching these goals, by identifying areas of under representation, and by taking positive action. Your co-operation in completing this form would be greatly appreciated, but we must stress that you are under no obligation to answer any of these questions. However, we would like to assure you that information given will be treated in the strictest confidence and will not in any way affect your application.

Name:

Date of Birth:

Title of Post applying for:

References: (if applicable)

### ORIGIN

Your Ethnic origin refers to colour and broad ethnic group and not your nationality. Some people, including those of mixed race, may be uncomfortable with these classifications and therefore an opportunity is given to state any other:

White      Irish      Black – African      Black – Caribbean      Black – other (please specify) \_\_\_\_\_

Indian      Pakistani      Bangladeshi      Chinese      Other (please specify) \_\_\_\_\_

### GENDER

Male      Female

### DISABILITIES

Do you consider that you have a disability?      Yes      No

If you have a disability, would you require special adaptation and/or equipment to take up your appointment?      Yes      No

If yes, please give details of your needs: \_\_\_\_\_

## GENERAL

How did you hear about this vacancy? \_\_\_\_\_

If by advertisement please state which publication. \_\_\_\_\_

## GENERAL

Reliance Bank Ltd is regulated by the Prudential Regulation Authority and the Financial Conduct Authority.

All appointments are subject to satisfactory pre-employment checks, including a satisfactory Enhanced disclosure check through the Disclosure and Barring Service (DBS).

Should you be successful in your application for this post, our offer of employment will be subject to our receiving references, which are satisfactory to us.

## REFERENCES

Please give the name and address of two people who can provide a reference for you, one of which must be your current or most recent employer and the other should be from a previous employer. Please do not give friends, work colleagues or relatives as referees. We reserve the right to take up references from any other previous employer.

If you have not previously worked, please give a teacher, lecturer or other person who will be able to supply a non-personal reference for you.

Name of referee	Name of referee
_____	_____
Position	Position
_____	_____
Company / Organisation	Company / Organisation
_____	_____
_____	_____
Address	Address
_____	_____
_____	_____
_____	_____
Tel Number	Tel Number
_____	_____

If you are shortlisted, we may contact your referees prior to interview.

If you do not wish us to contact your referees at this stage please tick below.

Reference 1

Reference 2



### CONSENT TO HOLD DATA

I consent to Reliance Bank Limited holding my application form, CV, identification and any other supporting documentation for one year if I am not successful, in the event another suitable role may come available.

Yes

No

### DECLARATION

I declare that to the best of my knowledge the information given in this form and other accompanying documents are true and I understand that any false statements or omissions may lead to termination of my employment with The Company.

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

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

**Completed Applications should be returned to:**

