



International House
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 Chester Business Park
 CHESTER CH4 9RF
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APPLICATION FOR EMPLOYMENT

Thank you for applying for employment with The Funding Corporation. We will treat your application in confidence and in accordance with the Data Protection Act 1998. Prior to completing this form please read the Declaration and Consent Section.

THE APPLICATION FORM IS PART OF THE RECRUITMENT PROCESS AND WE DO VERIFY THE INFORMATION YOU PROVIDE. PLEASE BE AWARE THAT FAILURE TO PROVIDE CORRECT INFORMATION MAY RESULT IN ANY OFFER OF EMPLOYMENT BEING WITHDRAWN OR YOUR EMPLOYMENT BEING TERMINATED.

Post Applied For:	How did you hear about the vacancy? Please delete as appropriate
Name of agency: (If applicable)	Direct/ Referral/Via advert/Via an Agency If referred, by whom?

Surname:	Forename(s):
Name you wish to be known as:	

Current Address:	Telephone Numbers Home: Work (if calls are permitted): Mobile:
Postcode:	Email Address:
<i>Please advise previous addresses where you have lived, to cover the last five years. This should include an address where you can be found on the Voters Roll. If you are not on the voters role at your current address you will need to provide proof of address.</i>	
1. Previous Address:	2. Previous Address:
Postcode:	Postcode:

National Insurance Number:					
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<p>Are you legally entitled to work in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>(We will require evidence of this prior to commencing employment, please attach a photocopy of your passport if available)</p>

EDUCATION HISTORY

SECONDARY EDUCATION

		Examinations Passed		
Dates From and to	Name and address of school	Subject/Level	Grade	Year Passed

FURTHER EDUCATION AND PRESENT STUDIES

		Qualifications Obtained		
Dates From and to	Name and address of establishment	Subject/Level	Grade	Year Passed

OTHER TRAINING

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MEMBERSHIP OF PROFESSIONAL BODIES

Name of professional body	Level of membership	Year of admission

ADDITIONAL INFORMATION - OTHER SKILLS AND PERSONAL QUALITIES

You are welcome to provide a separate sheet detailing any additional information you wish to submit in support of your application.

Do you have a current driving licence?	Yes		No	
If yes, is it:	Provisional		Full	
Do you have any endorsements:	Yes		No	
If yes, please give details:				

Please give full details of any sickness absence over the last 24 months. We will verify this with your employer(s) and failure to provide correct information will be treated as grounds for termination of employment/withdrawal of offer of employment:

Please state:

a) How many occasions you have been absent from work in the last 24 months of employment due to ill health Occasions

b) How many days sickness absence in total you have taken in the last 24 months Days

If you have any holidays booked in the next 12 months, please give details of the dates:

What period of notice do you have to give your current employer?

Do you have any part time employment which you intend to continue with if your application is successful?

Yes No

If yes, please give details:

The Disability Discrimination Act 1995 makes it unlawful to discriminate against a disabled person in all areas of employment, including the recruitment process. We will do our best to make adjustments to working arrangements and any special arrangements required to enable you to attend an interview.

Do you have a disability you wish us to know about at this stage? Yes No

If Yes, please specify the nature of your disability:

Are there any adjustments you would require us to make to assist you in attending an interview, or if successful in the position, to enable you to do the job? Yes No

Please specify the necessary adjustments you would require:

CREDIT AND OTHER CHECKS

There is a requirement for our company to record that all staff employed are of good repute. In practical terms this means that anyone employed has not been convicted of any serious offences linked to crimes against property or other crimes related to financial activities such as Fraud, Theft etc (other than spent convictions) and has not been declared bankrupt (unless a bankruptcy has been discharged).

Do you have any unspent criminal convictions? Yes No
If yes, do they involve any of the following reasons? (please circle)

- 1) Finance related convictions
- 2) Other (please give details)

Have you had any County Court Judgements or Default Notices in the last five years? Yes No

Do you have a current or discharged bankruptcy order against you?
If yes, please give details: Yes No

DECLARATION AND CONSENT

I hereby consent to the use of the personal data provided by me to The Funding Corporation group of companies ("TFC"), for the purpose of interviewing, short-listing for employment and statistical surveys. I understand the data will be held by TFC in a recruitment file for reference purposes as my application is progressed.

I hereby consent to a search of my credit record with Credit Reference Agencies, which will be recorded by the Agency and used by TFC as part of the recruitment process. I understand that I can ask TFC for details of the Credit Reference Agency from whom they obtain and to whom they pass information about me. I understand that I have a legal right to these details. I understand that during my ongoing employment, TFC may carry out searches of my credit record at any time in this way and I consent to this happening.

I understand that:

- if false or inaccurate information is provided and fraud is identified, details will be passed to fraud prevention agencies and that law enforcement agencies may access and use this information;
- you and other organisations may also access and use this information to prevent fraud and money laundering, for example, when:
 - Checking details on applications for credit and credit related or other facilities,
 - Managing credit and credit related accounts or facilities,
 - Recovering debt,
 - Checking details on proposals and claims for all types of insurance,
 - Checking details of job applicants and employees.

I understand I have the right to obtain a copy of the information TFC holds about me upon payment of the appropriate fee and that you and other organisations may access and use from other countries the information recorded by fraud prevention agencies. If I want to receive details of the relevant fraud prevention and Credit Reference agencies I can call 0845 2717824. If my application is successful and I am selected for employment, I hereby consent to the processing of my personal data by TFC and the disclosure of my data for those sub-contracted to TFC for payroll purposes, suppliers for the administration of my contract of employment and any staff benefits offered as part of my employment with TFC, to Government Agencies such as the Inland Revenue and to my line management. I also declare the information contained in this application is to the best of my knowledge true and complete.

(If role requires eligibility and entitlement to drive)

I confirm I am eligible and entitled to drive and will inform the company if the situation changes. I understand the company may terminate my employment or withdraw an offer of employment if I fail to meet this criteria.

I understand that if my application is unsuccessful or I choose not to accept any offer of employment, the information will not be held for longer than is necessary after which time, it will be destroyed, although relevant information may be retained to facilitate Equal Opportunities monitoring if applicable.

Strictly Confidential

I understand that if the information contained in this document is untrue, or the information received through the search of my credit record is unsatisfactory then any offer of employment may be withdrawn or my employment terminated.

CONSUMER CREDIT LICENCE

Under the Consumer Credit Act 1974, if you run a business where customers are given time to pay, you may need a Consumer Credit Licence ("CCL"). It is TFC's policy that employees must not have their own CCL if they wish to be employed by TFC. If I have a CCL and I am offered a position at TFC, I understand that I will need to cancel my CCL before I can begin employment with TFC.

Please tick here: _____ **Print Name:** _____

Dated: _____

Ref No.



EQUAL OPPORTUNITIES MONITORING FORM

The Funding Corporation is committed to pursuing a policy of equal opportunity for all applicants for employment, regardless of gender, marital or parental status, ethnic or national origin, sexual orientation, religious belief, age or disability.

In order to assist us to monitor the success of our equal opportunity policy, please complete this form.

You will note we do not ask you for your name, as the form is used only for monitoring purposes and will not be used in the selection process.

Male/Female: Date of birth: Age:

1. I would describe my ethnic origin as:
(please choose **ONE** section from A to E, then tick appropriate box to indicate your cultural background):

A White

<input type="checkbox"/>	British
<input type="checkbox"/>	Irish
<input type="checkbox"/>	Any other White background, please state _____

B Mixed

<input type="checkbox"/>	British
<input type="checkbox"/>	Irish
<input type="checkbox"/>	Any other Mixed background, please state _____

C Asian or Asian British

<input type="checkbox"/>	Indian
<input type="checkbox"/>	Pakistani
<input type="checkbox"/>	Bangladeshi
<input type="checkbox"/>	Any other Asian background, please state _____

D Black or Black British

<input type="checkbox"/>	Caribbean
<input type="checkbox"/>	Africa
<input type="checkbox"/>	Any other Black background, please state _____

E Chinese or other Ethnic group

<input type="checkbox"/>	Chinese
<input type="checkbox"/>	Any other, please state _____

2. I would describe my marital status as (*please tick appropriate box*):

<input type="checkbox"/>	Single	<input type="checkbox"/>	Married
<input type="checkbox"/>	Divorced	<input type="checkbox"/>	Separated
<input type="checkbox"/>	Widowed		

3. Do you consider that you have any disability or special needs?

<input type="checkbox"/>	No
<input type="checkbox"/>	Yes

4. I would describe my sexual orientation as (*please tick appropriate box*):

<input type="checkbox"/>	Bisexual	<input type="checkbox"/>	Heterosexual
<input type="checkbox"/>	Gay/Lesbian	<input type="checkbox"/>	Prefer not to say

5. I would describe my religious belief/faith as (*please tick appropriate box*):

<input type="checkbox"/>	Buddhist	<input type="checkbox"/>	Christian (state denomination if you wish)
<input type="checkbox"/>	Hindu	<input type="checkbox"/>	Jewish
<input type="checkbox"/>	Muslim	<input type="checkbox"/>	Sikh
<input type="checkbox"/>	None	<input type="checkbox"/>	Other (please state) _____
<input type="checkbox"/>	Prefer not to say		