

**POST YOU ARE APPLYING FOR:**.....**PART ONE APPLICATION NUMBER:**.....

Hull and East Yorkshire Credit Union is fully committed to equal opportunities in employment. Part one of this application will only be seen by the interview panel after the short-listing has taken place. This helps to ensure that any potential discrimination does not take place when short-listing.

**Personal Details**      *Where Yes / No appears, please circle the one that applies*

Surname	Forename(s)	Title (Mrs, Mr, etc)	Date of Birth
Home address		Home telephone number	
Post Code		Work telephone number	
		Mobile phone number	
		E-mail address	
National Insurance Number			

Are you related to any person employed by this Credit Union? If yes, give Name, Position and Relationship	Yes / No
Have you applied for employment with this Credit Union before?	Yes / No
Do you need a Work Permit to take up employment in the UK?	Yes / No
If employed, what period of notice are you required to give?	
If you are successful, will this be your only job? If No, state weekly hours and nature of additional work.	Yes / No
Are you willing to work overtime and weekends if required?	Yes / No
Have you a Bank Account?	Yes / No
Have you a UK passport?	Yes / No
Have you any criminal convictions that you are required to disclose? If yes, please give full details	Yes / No

How many days absence have you had through illness in the last two years? In how many separate periods were the absences taken?  Please give reasons, continuing on a separate sheet if necessary	
Do you consider yourself to be disabled?  If you have a disability please state any adjustments you may need to carry out the duties of the post	Yes / No

**Continued overleaf . . .**

## References

Please give details of two referees. A referee should not be someone you know in a personal capacity and one should be your current or most recent employer.

Name	Name
Organisation:	Organisation:
Position	Position
Capacity in which known to you	Capacity in which known to you
Address	Address
Post Code	Post Code
Telephone number	Telephone number
E-mail address	E-mail address
May we contact your referee before you are interviewed? Yes / No	May we contact your referee before you are interviewed? Yes / No

## Declaration

I apply for the post shown. I declare that the particulars I have given in all parts of this application are true, complete and accurate. I accept that any false statement or omission of relevant information will normally lead to the withdrawal of any offer of employment or to my dismissal if appointed to the post.

I agree to the information in this application being processed under the Data Protection Act 1998 as shown below.

**Signed:**..... **Date:**.....

**Please complete the application form in full. We do not accept CVs, either on their own or accompanied by a partly completed application form.**

## Data Protection Act 1998

Your application form will be processed in accordance with the Data Protection Act 1998 for the purpose of short-listing and selection for employment, completion of statutory returns and in relation to forming any contract of employment. It will be stored securely and confidentially. If you are unsuccessful it will be confidentially destroyed after a period of six months. Should you be successful the data will be kept on your personal file for future monitoring purposes.

Please note that we reserve the right to conduct a check with a Credit Reference Agency if you are being considered for an appointment involving the handling of cash.

**POST YOU ARE APPLYING FOR:**.....

**PART TWO** **APPLICATION NUMBER:**.....

This part of the application form will be used to short-list applicants against the requirements of the post.

**Details of your present or (if unemployed) last job**

Name and Address of Employer	Post Title	
	Grade	Employed in this job
	Salary £	From:
		To:
Give a brief description of your present, or (if unemployed) your last job		
If this is your previous employer, because you are currently unemployed, please give reason for leaving:		

*Continued overleaf . . .*

**Details of all previous employment**

Most recent first (please account for any employment gaps)

Name and address of employer	Job Title	Grade, Salary (approximate if known)	Dates Employed From / To	Brief job details	Reason for Leaving

## Skills, qualifications, training

Educational and Vocational Qualifications	Level	Grade	Date obtained
Professional Qualifications / Membership of Professional Bodies	Level or Class		Date obtained
Relevant Training and Development			Date
This section need only be completed if driving is mentioned as an essential requirement in the job advert. Have you a full current driving licence? Have you full access to a car or motorcycle? If you have any current penalty points, please give details below			Yes / No Yes / No Car / M/c

**Continued overleaf . . .**

## **Personal Statement**

Please describe what relevant skills, knowledge and experience you can bring to the advertised post

**Please do not attach or enclose CVs.**

**Return this form to:  
HEYCU, 38 Brook Street, HULL. HU2 8LA**