

# HANLEY ECONOMIC BUILDING SOCIETY

Granville House Festival Park Hanley Stoke on Trent ST1 5TB



## APPLICATION FOR EMPLOYMENT

Please complete in **black ink** for photocopying purposes, and tick boxes as appropriate.

[www.thehanley.co.uk](http://www.thehanley.co.uk)

<b>POST APPLIED FOR</b>			
Surname		Forename(s)	
Address		Home telephone ( )	
		Business telephone ( ) <small>(if convenient to call)</small>	
		Fax ( )	
		E-mail address <small>Please specify if Personal / Business</small>	
Postcode			
Where did you hear about this vacancy?		Do you require a work permit?	
		YES / NO	
<b>EDUCATION &amp; QUALIFICATIONS</b>			
Schools	from	to	Exams Taken & Resulting Grades
College / University	from	to	Subjects Studied, Exams Taken & Resulting Grades
<b>TECHNICAL, PROFESSIONAL, OCCUPATIONAL, COMMERCIAL TRAINING</b>			
College / Institute	from	to	Type of Training & Results Gained
<b>MEMBERSHIP OF PROFESSIONAL BODY</b>			
Institute / Organisation	Member since		Renewal due

<b>SALARY REQUIREMENTS</b>	(Please indicate salary requirements)	£
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<b>EMPLOYMENT HISTORY</b>
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Name & Address of Current/ Most Recent Employer		Type of Business	
		Post Held	
Date Commenced		Date Left (if applicable)	
Referee's Name		Referee's Position	
Brief description of duties			

Name & Address of Previous Employer		Type of Business	
		Post Held	
Date Commenced		Date Left (if applicable)	
Referee's Name		Referee's Position	
Brief description of duties			

Name & Address of Previous Employer		Type of Business	
		Post Held	
Date Commenced		Date Left (if applicable)	
Referee's Name		Referee's Position	
Brief description of duties			

<b>EMPLOYMENT HISTORY (continued)</b>			
Name & Address of Previous Employer		Type of Business	
		Post Held	
Date Commenced		Date Left (if applicable)	
Referee's Name		Referee's Position	
Brief description of duties			

Name & Address of Previous Employer		Type of Business	
		Post Held	
Date Commenced		Date Left (if applicable)	
Referee's Name		Referee's Position	
Brief description of duties			

Name & Address of Personal Referee	Capacity known in

*Please give the names of 3 referees. We will not contact any referee without your permission or until a written offer of employment has been accepted.*

**EMPLOYMENT HISTORY (continued)**

How many days' absence have you taken in the last two years due to illness?

*If an offer of employment is made, you may be required to complete a medical questionnaire which would be sent direct to our occupational health adviser who may recommend a medical examination.*

What period of notice is required by your current employer?

Do you have any relatives or friends employed at The Hanley?  
If so, please provide names and indicate your relationship with that person. YES / NO

Name	Relationship

Please indicate your hobbies, sports or interests.

Please state briefly why you have applied for the post, indicating past achievements and experiences and any personal qualities relevant to your application and what contribution you would expect to make to the post. (Please use a separate sheet if necessary).

**DECLARATION**

I confirm that the information in this application is correct to the best of my knowledge. I consent to the Hanley Economic Building Society processing by means of a computer database or otherwise, any information which I provide to them for the purpose of employment by the Hanley.

Signed		Date	
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*All employment is subject to the receipt of satisfactory references and, where applicable, to a satisfactory medical report.*

Please return your completed application form along with any documentation in support of your application to:	Mrs C Hammond - HR Manager Hanley Economic Building Society Granville House Festival Park Hanley Stoke on Trent ST1 5TB
Closing date for applications: <input type="text"/>	

# IC BUILDING SOCIETY

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## MONITORING SHEET

Please complete in **black ink** for photocopying purposes, and tick boxes as appropriate.

www.thehanley.co.uk

The Hanley is committed to the principle of equal opportunities and has policies to eliminate unfair discrimination and does not discriminate on any grounds other than the ability to carry out the task. The Equal Opportunities Commission and Commission for Racial Equality strongly recommend that such policies are monitored effectively and we wholly support this.

Monitoring is essential to ensure that the policies are being properly implemented and the answers to the questions below will provide information to enable The Hanley's selection process to be carried out effectively.

This sheet will be detached from your application before your application is considered and any information given will be held in strict confidence and will not affect your application. We ask for your co-operation in completing this sheet.

POST APPLIED FOR		DEPARTMENT	
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### PERSONAL DETAILS

Surname		Forename(s)	
Title	Mr / Ms / Miss / Ms	Gender	
	Other (please state)	Place of Birth	
Date of Birth		Nationality	
Marital status	Single / Married / Cohabiting / Separated / Divorced / Widowed		
I am:	<input type="checkbox"/> Able bodied <input type="checkbox"/> Unregistered disabled		
	<input type="checkbox"/> Registered disabled    Registered Disabled Number .....		

### DEPENDENTS (including dependent children) normally resident at home

Name	Relationship	Age

### ETHNIC ORIGIN (Please tick one box in each of the following categories)

I would describe my ethnic origin as:

<input type="checkbox"/> Afro-Caribbean	<input type="checkbox"/> European (including UK/Irish origin)
<input type="checkbox"/> African	<input type="checkbox"/> Other (please specify)
<input type="checkbox"/> Asian	.....