

Staff Employment Application Form

Please return to:

HR Department
Gateway Credit Union
21 Commercial Street
Pontypool
Torfaen
NP4 6JQ
Tel: 01495 742500
E-mail: info@gatewaycu.co.uk
Web: www.gatewaycu.co.uk

Gateway Credit Union Staff Employment Application Form

Please complete this form in black ink or type. The decision to shortlist for interview will be based on the information provided in the second section of this application.
CV's will be accepted but only as supplementary to this form.

Post Title

Post Ref No

Closing Date

PERSONAL DETAILS	
Surname:	Forenames:
Address:	Telephone No: Home..... Work
Postcode:	May we contact you at work: YES/NO E-mail address:
Where did you see the advert for this position?	

REFEREES	
Please give below the names of two referees who have agreed to give a reference on your behalf, one of whom should be your existing or most recent employer. Persons given as referees will normally not be contacted until the shortlisting process is complete.	
Name..... Address.....	Name..... Address.....
Telephone No.....	Telephone No.....
Are you willing for your employer to be approached before the interview? YES / NO	

REHABILITATION OF OFFENDERS ACT 1974

Have you been convicted of any criminal offence (including driving offences) other than those regarded as “spent” under the Rehabilitation of Offenders Act 1974? **YES/NO**

If **Yes** please give details:

(NB A criminal conviction will not necessarily be a bar to obtaining this position)

SPECIAL REQUIREMENTS

Please state if you have any special requirements to enable you to attend an interview if you are shortlisted for this post or to accept employment?

DATA PROTECTION

I am aware that personal information contained on this application form will be stored on Gateway Credit Union’s database for gathering of management information and payroll purposes and give my consent.

Signed Date.....

HEALTH

Statement as to general health, including particulars of any ill health over the last 5 years

WHERE DID YOU SEE THE ADVERTISEMENT FOR THIS POST?

EDUCATION – Please list any educational qualifications that you feel are relevant to this post			
Educational Establishments Attended	Dates	Qualifications	Grades

TRAINING – Please list training undertaken relevant to this post		
Organising Body	Course Details	Dates

MEMBERSHIP OF PROFESSIONAL BODIES		
Body	Membership Status	Since

GENERAL INTERESTS/ HOBBIES

Do you have a current driving licence valid for use in Great Britain? Yes / No

Do you have a car you can use for work? Yes / No

Do you have any current endorsements? Yes / No

EMPLOYMENT HISTORY			
Please begin with present or most recent employment			
Dates from	To	Job Title	Employer

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EXPERIENCE OF UNPAID OR VOLUNTARY WORK			
Please begin with present or most recent experience			
Dates From	To	Type of activity	Organisation

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SUPPORTING INFORMATION

Please pay particular attention to this section. It is very important for your application, as it will tell us what makes you suitable for the job. Your application will be judged against the job description and person specification. Please refer to each point giving evidence of your skills, experience and aptitude. (Please continue

Declaration:

I confirm that the information I have given in this form is correct and complete and will form the basis on which any contract of employment is made. I understand that misleading statements

may be sufficient grounds for cancelling any agreements made:

Signed..... Date / /

FOR OFFICE USE ONLY

Date application received:

Date of shortlisting:

Panel Members:

Recommended Action:

Not successful: YES/ NO

Shortlisted for interview: YES/NO

Correspondence Sent:

Date References Requested:

Date References Received: