

APPLICATION FORM

Please complete this form and return it via e-mail, post, or hand delivered to either of our offices on or before the closing date specified in the job advertisement. In the interests of fairness to all applicants, CVs will not be accepted in lieu of a completed application form. All information given will be treated with the strictest confidence and in compliance with the General Data Protection Regulations. Continuation sheets may be added if necessary.

Please email recruitment@pennyburncreditunion.co.uk should you require any reasonable adjustments to the application form or application process under provisions of the Equality Act. Forms must be submitted before **15th March 2024, 5.30pm.**

1. POSITION APPLIED FOR: **Full Time Teller and Member Services Officer**

2. PERSONAL DETAILS

Surname:	Telephone number (Home):	
Forenames:	Telephone number (Mobile):	
Email:	Date of Birth:	
Address: Postcode:		
Do you hold a current driving licence?	Yes	No
Do you have use of a car?		

Do you have the right to work in Northern Ireland? Note: the company will require proof of this right before an offer of employment can be confirmed – e.g. Birth certificate and/or any other appropriate document required to confirm your right to work in N.I. as required by the Asylum and Immigration Act 2006	Yes	No
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3. YOUR QUALIFICATIONS

Date	Type of Exam (A-level, GCSE)	Name of School	Subject and Grade

4. FURTHER/ HIGHER EDUCATION

Date	Type (BSc, MA)	Name of Institution	Subjects Taken and Qualifications Gained (Specify Grades or Degree Class Obtained)
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5. EMPLOYMENT RECORD (Please list chronologically, starting with current or last employer)

Name and Address of Employer and Nature of Business:	From: To:	Job Title: Job Function/ Responsibilities:

6. TRAINING

Details of training courses attended, and awards achieved, including dates, if appropriate:

7. SUITABILITY FOR THIS POSITION

Please tell us why you have applied for this job and why you think you are the best person for the job

8. DISABILITY DISCRIMINATION ACT 1995

If you have a disability which requires reasonable adjustments at the selection interview, or which needs to be taken into account when considering your application please let us know. Reasonable adjustments would include sign language interpreters, altering the time of the interview or making the interview room accessible for you.

9. References

Please note, at the final stages of our recruitment process you will be required to give the name, organisation and telephone number/ email address of two referees, one should be your current or most recent employer whom we can contact for references. Referees will not be contacted without your prior permission.

10. VERIFICATION OF INFORMATION

I confirm to the best of my knowledge that the information provided on this application form is true and accurate. I accept that any false or misleading statements may be sufficient cause for rejecting my application, retracting a job offer or if employed, may lead to my dismissal.

Should this application be successful I agree to supply documentary evidence as requested i.e. proof of right to work in the UK, Passport, qualifications etc. that may be necessary to process my application for employment.

I understand that all information supplied on this application form will be kept strictly confidential and will only be used for the purpose of selection and administration.

Signature: _____ Date: _____

Pennyburn Credit Union Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority