

**UNIQUE IDENTIFICATION NUMBER: Part 1**  
(Please leave blank)

**MONEYWISE CREDIT UNION LTD**

**APPLICATION FOR EMPLOYMENT**

The information provided on this application form will remain private and confidential and will be used for the purpose of selection/recruitment. The form is divided into three parts. Please complete all three parts. Please do not separate any part of the form. Where the application is successful the organisation may, from time to time, wish to process this information (as updated periodically) for personnel and business management purposes. Where this is the case, processing will take place in accordance with the provisions of the Data Protection Act 1998. Please also note that the organisation may approach third parties to verify the information that you have given. By signing this form you will be providing the organisation with your consent to all these uses.

On completion please return this form to:

Name: **Andrew Breese** (andrew.breese@moneywise.org.uk)  
Position: **CEO**  
Address: **187 – 189 Shields Road, Byker,  
Newcastle upon Tyne. NE6 1DP**

**PERSONAL INFORMATION (CONFIDENTIAL)**

POST TITLE: **Business Development Manager**  
ADVERT REFERENCE NUMBER: **BDM1**

**1. PERSONAL DETAILS**

Name:

Address:

**Contact details**

(Please tick preferred contact detail - calls to business numbers will be made discreetly.)

E-mail:

Telephone  
Home:

Telephone  
Work:

Mobile:

**2. GENERAL**

Are there any adjustments that may be required to be made should you be invited for interview?

If yes, please give details:

Please indicate two people who can provide references - one of whom should preferably be your present/most recent employer.

1. Name:		2. Name:	
Address:		Address:	
Tel. no.:		Tel. no.:	
E-mail:		E-mail:	
Occupation:		Occupation:	

I give/do not give permission to take up my reference prior to an offer of employment being made.

(Please delete clearly as appropriate)

### 3. EMPLOYMENT HISTORY

Please give details of all jobs held including part time and unpaid work, starting with your current or most recent employer.

Name and full address of employer; nature of business.	Job title(s); key responsibilities & key achievements	Dates of employment & Reason for leaving
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**4. EDUCATIONAL, TECHNICAL AND PROFESSIONAL QUALIFICATIONS**

Please name any awarding institute or professional body in full and include attainment level specifying relevant grades or grade of membership.

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**5. PERSONAL DEVELOPMENT**

Please include any courses, membership, voluntary work or responsibilities you consider relevant, with outcomes where applicable.

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**6. OTHER SKILLS**

Languages spoken/written (please indicate degree of competence).

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Do you have	Yes		No	
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armed service/public duty commitments? (eg are you a member of the TA/ a JP/a Councillor, etc.)				
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If yes, please give details:

### 7. MEETING THE REQUIREMENTS

Please let us know why you feel qualified for this role. You should use the Personal Specifications for the post. (please complete on separate sheet if necessary)

### 8. OTHER INFORMATION

Have you made an application to this organisation before?	Yes		No	
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If yes, please give details:

Are you currently eligible for employment in the UK?	Yes		No	
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Please state what documentation you can provide to demonstrate this, eg British passport/European Economic Area identity card/full birth certificate/passport or travel document showing an authorisation to reside and work in the UK.

Have you ever been convicted of a criminal offence?	Yes		No	
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If yes, please give details. (Declarations are subject to the provisions of the Rehabilitation of Offenders Act 1974 as amended.)

**DATA PROTECTION STATEMENT**

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or a third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with any other information held by us. We may also use or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing this application form we will be assuming that you agree to the processing of sensitive personal data (as described above), in accordance with our registration with the Information Commissioner.

**Guaranteed Interview Scheme for applicants with disabilities**

Moneywise is committed to the employment and career development of people with disabilities. In line with our Guaranteed Interview Scheme (GIS) we guarantee an interview to all applicants with disabilities who have demonstrated they have met the minimum criteria for the job vacancy.

If you wish to be considered for an interview under this scheme you must have a disability or long-term health condition which puts you at a significant disadvantage in either obtaining or keeping jobs. In line with the Equality Act 2010, the disability could be physical, sensory or mental and must have lasted, or be expected to last, for at least 12 months. Disclosing that you are disabled for the purpose of qualifying for the GIS is your decision and is entirely voluntary. You can declare that you wish to be considered by ticking the box below.

I consider myself to have a disability and would like to apply under the Guaranteed Interview Scheme If yes, please state nature of disability below:	Tick
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**DECLARATION**

I declare to the best of my knowledge and belief, all particulars I have given in all parts of this application form are complete and true. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility and criminal convictions, a probationary period, a credit check and (if the organisation believes it appropriate) a medical report, all of which must be deemed by the organisation as satisfactory.

Signed:		Date:	
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1.10.2 Equal opportunities monitoring

(Note: to be inserted as a loose leaf with the application form.)

EQUAL OPPORTUNITIES MONITORING FORM

**UNIQUE IDENTIFICATION NUMBER: Part 2**  
**(Please leave blank)**

This section of the application form will be detached and used solely for monitoring purposes.

MoneyWise Newcastle Credit Union Ltd recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

Please tick the boxes which describe you most closely

**Ethnicity**

*White*

British

Irish

Any other White background, please write in:

*Mixed*

White and Black Caribbean

White and Black African

White and Asian

Any other Mixed background, please write in:

*Black or Black British*

Caribbean

African

Any other Black background, please write in:

*Asian or Asian British*

Indian

Pakistani

Bangladeshi

Any other Asian background, please write in:

*Chinese or other ethnic group*

Chinese

Any other, please write in:

**Gender**

Male:

Female:

If you wish you may disclose information about yourself in this section about

your:

Religion or Belief:

Sexual orientation:

*(Please continue on a separate sheet if necessary, giving page number and title heading.)*

**DISABILITY DEFINITION**

Individuals who were registered under the Disabled Persons (Employment) Act 1944 on both 12 January 1995 and 2 December 1996 are treated as being disabled under the Disability Discrimination Act 1995 (DDA).

The DDA states: 'a person has a disability...if he has a physical or mental impairment which has a substantial and long-term adverse effect on his ability to carry out normal day-to-day activities.'

The person must satisfy the four criteria in bold in the above statement to fall under and, therefore, be protected under the DDA. This definition is subject to amendments made by the DDA 2005.