

**SYNDICATE BANK
LONDON**

APPLICATION FORM

It is important that you type or write legibly using black ink when completing the form as it will be photocopied. You may supply additional material if relevant but unfortunately it is not sufficient to only send a copy of your Curriculum Vitae. Receipt of application will be acknowledged only upon receipt of a stamped self-addressed envelope. Applications should be returned to the address provided in the job details.

* Please refer to job details

Closing date: *

Job Ref: *

Post applied for: *
Dept:*

PERSONAL DETAILS

Surname:	Title (Prof/Dr/Mr/Mrs/Miss/Ms):
Forename(s):	
Home Address (including postcode):	
Tel no:	Mobile no:
Work Address (including postcode):	
Tel no:	Email (work):
	Email (home):
May we contact you by telephone <input type="checkbox"/> or email <input type="checkbox"/> at work? (please indicate as appropriate)	
Period of notice in present post:	Are you over 16 and under 65?: Yes <input type="checkbox"/> No <input type="checkbox"/>
National Insurance no:	Work Permit Needed: Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you in good health? Yes <input type="checkbox"/> No <input type="checkbox"/> . If not, please state the reason(s):	
How many days sickness absence have you taken in the last two years?	
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 department.	
Have you applied to/been employed by Syndicate Bank before? If so, please give details/dates:	
Please give your present/last annual salary and details of any additional benefits/allowances:	
£	
Please note: salary details of appointee may be verified.	

EDUCATION AND QUALIFICATIONS

University/College	Subject	From (mth/yr)	To (mth/yr)	Results (Hons/Level attained)
Technical, professional, commercial or relevant in-house training				
College/Institute	Type of training	From (mth/yr)	To (mth/yr)	Results
Membership of professional bodies/Professional registration				
Secondary School	Examinations passed	From (mth/yr)	To (mth/yr)	Grades

REFERENCES

Please provide the names and addresses of two referees (one of whom should normally be your manager/supervisor at your current workplace). For recent graduates your personal tutor could also be appropriate. Relatives may not be given as referees.

1. _____ 2. _____

Tel no: _____ Tel no: _____
 Fax no: _____ Fax no: _____
 Email address: _____ Email address: _____
 Job title of referee: _____ Job title of referee: _____
 Relationship to you: _____ Relationship to you: _____

If you are short listed, references may be taken up prior to interview. Please indicate if you do not wish us to contact your current employer prior to interview.

CURRENT AND PREVIOUS APPOINTMENTS (please start with most recent)

Employer's name, address and type of Business	Positions held (briefly describe duties)	From (mth/hr) To (mth/yr)	Reasons for leaving

Please state below why you are interested in applying for the post and indicate how your skills, past achievements, qualifications, experience and personal qualities make you suited for this job and what contribution you would expect to make if appointed. (Please use additional sheets if necessary).

DATA PROTECTION STATEMENT

Access to this information will be restricted to a limited number of authorised staff. The information may also be used for the purposes of compiling employees statistics and equal opportunities monitoring.

I give my consent to this information being processed and stored (by means of a computer database or otherwise) as described above, for the duration of my contract of employment and to fulfill the statutory, or recommended, retention periods when I am no longer an employee at Syndicate Bank.

I confirm that all the information given on this form is complete and correct by signing below.

Signature:

Date:

Please note that failure to disclose relevant details or deliberate attempt to falsify information may lead to dismissal.

Where did you see the post advertised:

Date of Publication:

Website:

EQUAL OPPORTUNITIES IN EMPLOYMENT

EQUAL OPPORTUNITIES STATEMENT

Syndicate Bank is committed to promoting and developing equality of opportunity in all areas of its work. In order to achieve this aim, the Bank will seek to:

- ensure that job applicants and members of staff are treated solely on the basis of their merits, abilities and potential without any unjustified discrimination on grounds of age, sex, disability, family circumstances, race, colour, nationality, citizenship, ethnic origin, social and economic status, religious belief, sexual orientation, marital status or other irrelevant distinction;
- promote good relations between individuals from different groups;
- recognize and develop the diversity of skills and talent within both its current and potential staff;
- foster a culture based on trust and mutual respect;
- undertake a programme of action to make equality of opportunity on a regular basis;
- communicate to staff, associates and others the promotion of equal opportunities and procedures to sustain it.

MONITORING

To ensure that Syndicate Bank's equal opportunities policy is effective, detailed monitoring of applications will be carried out. This necessitates the collection of information regarding applicants' gender, marital status, age, ethnic origin, nationality and disability. This monitoring slip is detached prior to shortlisting and is not seen by staff involved in making shortlisting decisions. The contents of the slip is treated in strict confidence by the Personnel Department. The information provided will form a confidential statistical record/database which will be used for analysis of Syndicate Bank's Equal Opportunities policy.

Please indicate the option which most closely describes you.

Gender: I am: Female
Male

DATE OF BIRTH:

NI Number:

Have you ever been convicted of a criminal offence, other than that of a spent conviction under the Rehabilitation of Offenders Act 1974:

Yes No

Having a current conviction will not necessarily bar you from employment with Syndicate Bank. This will depend on the nature of the work and the circumstances and background to the offence(s):

If Yes, please give details:

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ETHNIC ORIGIN

The following ethnic categories meet the current recommendations of the Commission for Racial Equality):

I am:

a:	White	<input type="checkbox"/>	
	British	<input type="checkbox"/>	
	Irish	<input type="checkbox"/>	
	Other White background (please complete)		<input type="text"/>
b:	Mixed		
	White & Black Caribbean	<input type="checkbox"/>	
	White & Black African	<input type="checkbox"/>	
	White & Asian	<input type="checkbox"/>	
	Other mixed background (please complete)		<input type="text"/>
c:	Asian or Asian British		
	Indian	<input type="checkbox"/>	
	Pakistani	<input type="checkbox"/>	
	Bangladeshi	<input type="checkbox"/>	
	Other Asian background (please complete)		<input type="text"/>
e:	Chinese or Chinese British or Other ethnic group		
	Chinese	<input type="checkbox"/>	
	Any other ethnic background (please complete)		<input type="text"/>
	Information refused	<input type="checkbox"/>	

DISABILITY DISCRIMINATION ACT 1995

Syndicate Bank wishes to ensure that disabled people are not discriminated against, either directly, both in recruitment/selection and in employment. If you are selected for interview and you consider yourself to be disabled, we may contact you to find out if there are any particular arrangements you may need for the interview. You are not obliged to answer the following questions or to give details.

As defined by the Disability Discrimination Act – a disability is “a physical or mental impairment which has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities”. Do you consider yourself to be disabled?

Yes No

If appropriate, please describe any requirements which may be necessary for an interview.