

# Employment Application

**PLEASE READ THE FOLLOWING BEFORE FILLING OUT THIS APPLICATION**

Premium Credit Limited, a Bank of America company, is an equal opportunity employer, and in conformity with applicable laws, does not discriminate in any offer of employment made. Any information requested in this application is required to ensure consistency with our Equal Opportunities Programme. This application will be given every consideration, but its receipt does not imply that the candidate will be employed. Premium Credit Limited may retain the information contained in this application form notwithstanding that no contract of employment is offered. Such information may be retained for as long as is permitted by law.

We will not take up any references until employment is offered and you give us permission to do so.

**A**

## GENERAL INFORMATION

<b>Surname</b>	<b>First Name</b>	<b>Middle Name</b>	<b>Title</b>	<b>Telephone Number:</b>
				<b>Mobile Number:</b>
<b>Preferred Name (if different from above)</b>				<b>Email address:</b>
<b>Present Address</b>				<b>National Insurance Number</b>
<b>Postcode</b>				
<b>Please list all previous addresses for the past 6 years including from / to dates if applicable</b>				<b>From / to</b>
1)				
2)				
3)				
4)				
<b>Have you ever been educated or employed under another name? If so, please list</b>				
<b>Name(s) and relationships of relatives or members of the same household employed by Premium Credit Limited</b>				
<b>If you are working in the UK, do you require a work permit for any reason? Yes / No If so, what is the expiry date?</b>				
<b>Do you have a valid UK passport? Yes / No</b>				
<b>Do you hold a current driving licence? Yes / No</b>				
<b>Do you have any endorsements on your licence? Yes / No</b>				
<b>If Yes, please give endorsement details.</b>				
.....				

**B****EMPLOYMENT INFORMATION**

<b>Job applied for:</b>		
<b>How did you hear about a possible position at Premium Credit Limited? Specify Newspaper / Agency</b>		
<b>Salary expectation: £</b>	<b>Notice period required by current employer:</b>	<b>If referred by current Premium Credit person, state name and their department:</b>
<b>Have you been interviewed or employed by Premium Credit Limited before? Yes / No If yes, please provide details:</b>		
<b>While employed at Premium Credit Limited, do you expect to engage in any other business or employment? Yes / No If yes, state nature of business and amount of time it will require:</b>		
<b>Tick the work schedule(s) for which you are available Standard Full Time: 37.50 hours Mon to Fri (Shifts between 8.00 – 18.00) Part Time: 24 – 30 hours Part Time: Under 24 hours</b>		<b>Comments:</b>

**C****EMPLOYMENT HISTORY** (Most recent first – continue on a separate sheet if necessary)

An offer of employment is subject to the satisfactory completion of a pre-employment screening to include employment references. We are required to confirm a minimum of five years' employment history where available. The requested information from each employment referee will generally include, but not limited to:

- Dates of employment
- Reasons for leaving
- Final position
- Final salary

Please list all employment, beginning with your current or most recent employer, for the past five years. If you have less than five years' employment history, please list all previous employers. Please do not include a Premium Credit Limited referee. It is critical that you accurately represent all current and prior employment regardless of length of employment or job-relatedness. If you worked for a temporary recruitment agency, provide the agency details. Please clearly note if any of the positions listed were a unique employment arrangement such as:

- Self-employment
- A contract relationship
- Volunteer employment

If not otherwise noted, it is assumed that you were an employee of the company listed.

**Failure to provide all information may result in delay or denial of employment.  
Please make referees aware of the forthcoming request and ask them to respond immediately.**

<b>Current Employer</b>	<b>Type of Business</b>	<b>Starting Date Month: Year:</b>	<b>Leaving Date Month: Year:</b>
<b>May we contact for reference: Yes/No, If No, indicate when this employment can be verified</b>			
Address			
Postcode		Telephone Number	
<b>Starting Annual Salary £</b>	<b>Final Annual Salary £</b>	<b>Last Position</b>	

<b>Manager / Referee's Name</b>	<b>Referee's Telephone No.</b> <b>Email address:</b>	<b>Reason(s) for Leaving</b>		
<b>Describe Work and Responsibilities</b>				
Do you have any live disciplinary warnings currently on file or were you involuntarily terminated from this position Yes/No Reasons:				
<b>Previous Employer 1</b>	<b>Type of Business</b>	<b>Starting Date</b> Month: Year:	<b>Leaving Date</b> Month: Year:	<b>May we contact for a reference</b> Yes / No
<b>Address</b>				
<b>Postcode</b>		<b>Telephone:</b>		
<b>Starting Annual Salary</b> £	<b>Final Annual Salary</b> £	<b>Last Position</b>		
<b>Manager / Referee Name:</b>	<b>Telephone number:</b> <b>Email address:</b>	<b>Reason(s) for leaving:</b>		
<b>Describe Work and Responsibilities</b>				
<b>Previous Employer 2</b>	<b>Type of Business</b>	<b>Starting Date</b> Month: Year:	<b>Leaving Date</b> Month: Year:	<b>May we contact for a reference</b> Yes / No
<b>Address</b>				
<b>Postcode</b>		<b>Telephone:</b>		
<b>Starting Annual Salary:</b> £	<b>Final Annual Salary:</b> £	<b>Last position:</b>		
<b>Manager / Referee Name:</b>	<b>Telephone number:</b> <b>Email address:</b>	<b>Reason(s) for Leaving:</b>		
<b>Describe Work and Responsibilities</b>				

Have you ever been dismissed or otherwise asked to leave a job? Yes / No  
If Yes, give details:

If more space is needed to list all employees for the last 5 years, please continue on a separate sheet

**D**

## EDUCATION

Please list all educational establishments attended from secondary education level and include the highest education level that you have completed.

Name & Address of School /College / University (highest level attained first)	Dates attended:	Course of Study Qualifications Gained & Level Achieved
Did you receive a Degree or Certificates Yes/No	Can you provide a copy if requested? Yes/No	

State any other educational experience gained or awards won with the name and address of the institution.

Positions of responsibility held (e.g. Head Student, Club Secretary):

**E OTHER SKILLS AND EXPERIENCE**

Please identify any areas in which you are proficient with an indication of your skill level: (e.g. Spanish – fluent)		
What skills and training have you acquired that relate to the job for which you are applying?		
Please list memberships of professional organisations and any professional qualifications attained:		Date:   Month:   Year: Date:   Month:   Year:

**F ABSENCE & LATENESS**

Please detail any non-disability related absences you have had in the last 12 months:	Number of occurrences:	Number of total days:
Please detail any episodes of lateness in the last 12 months:	Number of occurrences:	Number of total days:

**G DISABILITY**

If you have a disability is there anything that you would wish to tell us about it in order to accommodate your disability during the selection and recruitment processes, such as special aids, equipment or adjustments?

**H SUPPORTING INFORMATION**

Please use this space for any other information you wish to supply in support of your application. (Continue on a separate sheet if necessary)



**ADDITIONAL INFORMATION**

**Have you ever been convicted of any criminal offence? Yes / No  
If yes, give details of all convictions, except those that are spent**

**Please note that you may be required to obtain details of previous convictions from the police.**

**Please read before signing.**

**Check your application to ensure that you have answered every question accurately**

**AUTHORISATION AND RELEASE**

I understand and agree that any offer of employment is conditional upon the verification; to Premium Credit Limited's satisfaction, of the information provided in this Employment Application and that this information and that contained on any attached documents, is true and complete to the best of my knowledge. I also understand that if I obtain, or attempt to obtain employment by deception, misrepresentation or omission of a material fact this will be cause for immediate cancellation of consideration for employment, or for dismissal if already employed.

I understand that if I am offered employment with Premium Credit Limited, they are authorised to verify the information that I have provided on this Employment Application form. I understand and agree that if I am not offered employment with Premium Credit Limited, the information that I have provided on this employment application will be retained by Premium Credit Limited for purposes of future job openings.

**DATA PROTECTION NOTIFICATION**

I understand and agree that Premium Credit Limited obtains certain Personal Data from or about me in connection with my application for employment, and uses and otherwise processes such data in accordance with the company's Data Protection Policy which may include the transfer of my personal data to Premium Credit affiliates located where data protection laws may not provide an equivalent level of protection to the laws in Premium Credit Limited.

Signature of Candidate: ..... Date: .....

**HUMAN RESOURCES DEPARTMENT, PREMIUM CREDIT HOUSE**  
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