

# 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

Surname:	First Name:	Middle Name:	Title:	Telephone Number:
				Mobile Number:
Preferred Name: (if different from above)			Email:	
Present Address:				National Insurance Number:
				<input type="text"/>
Postcode:				
Please list all previous addresses for the past six years including from/to dates if applicable:				From/to Date:
Have you ever been educated or employed under another name? If yes, please list				
Name(s) and relationships of relatives or members of the same household employed by Premium Credit Limited.				
Are you eligible to live and work in the UK, and provide evidence to support this? Yes/No				
If you are working in the UK, do you require a work permit? Yes/No If yes, what is the expiry date?				
Do you hold a current driving licence? Yes/No				
Do you have any endorsements on your licence? Yes/No If yes, please give endorsement details.				

## B. EMPLOYMENT INFORMATION

Job applied for:		
How did you hear about a possible position at Premium Credit Limited?		Specify Newspaper/Agency:
Salary expectation: £	Notice period required by current employer:	If referred by current Premium Credit person, state name and their department:
Have you been interviewed or employed by Premium Credit Limited before? Yes/No If yes, please provide details:		
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:		

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

<p>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 and final salary.</p> <p><b>Please list all employment, beginning with your current or most recent employer, for the past five years.</b></p> <p>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.</p> <p>If not otherwise noted, it is assumed that you were an employee of the company listed.</p> <p><b><u>Failure to provide all information may result in delay or denial of employment.</u></b></p> <p><b><u>Please make referees aware of the forthcoming request and ask them to respond immediately.</u></b></p>			
Current Employer:	Type of Business:	Starting Date Mth: Yr:	Leaving Date Mth: Yr:
May we contact for reference? Yes/No If No, indicate when this employment can be verified			
Address		Postcode:	Telephone Number:
Starting Annual Salary: £	Final Annual Salary: £	Last Position:	
Manager/Referee's Name:	Referee's Telephone No:  Email address:	Reason(s) for Leaving:	

Describe Work and Responsibilities				
<b>Previous Employer 1</b>	Type of Business	Starting Date Mth: Yr:	Leaving Date Mth: Yr:	May we contact for a reference? Yes/No
Address:  Postcode:			Telephone number:	
Starting Annual Salary: £	Final Annual Salary: £	Last Position:		
Manager / Referee Name:	Telephone number:  Email address:	Reason(s) for leaving:		
Describe Work and Responsibilities				
<b>Previous Employer 2</b>	Type of Business:	Starting Date Mth: Yr:	Leaving Date Mth: Yr:	May we contact for a reference? Yes/No
Address:  Postcode:			Telephone number:	
Starting Annual Salary: £	Final Annual Salary: £	Last position:		
Manager/Referee Name:	Telephone number:  Email address:	Reason(s) for Leaving:		
Describe Work and Responsibilities				
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 page**

## 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)

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**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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