



Employment Application Form

If you are completing this form electronically please ensure that, before you start, you download it as a PDF file and save it to your computer or device.

If you need to use a different format for your application please contact us via email personnel.services@wpa.org.uk or telephone **01823 625310**.

IMPORTANT DECLARATION – Please read carefully, then sign and date below.

Before signing this declaration (including electronically) it is essential that you have read the 'Recruitment Process and your Data' information.

By signing this declaration, you are confirming that:

- You have read the 'Recruitment Process and your Data' information;
- You understand what data WPA will acquire, process and retain as part of this recruitment process;
- You understand that any job offer is subject to the relevant pre-employment checks being undertaken to WPA's satisfaction;
- You will be providing your consent for WPA to process your data for the reasons as detailed to you during the recruitment process;
- You are confirming to the best of your knowledge and belief that all the particulars and information you have provided on this application and your accompanying CV are true and complete;
- You understand that any false statement or material non-disclosure may disqualify you from employment or render you liable to dismissal;
- You agree for your data as relevant to be shared with third parties and manager(s) involved in the recruitment process as well as the Personnel Services Team in order for WPA to fulfil its obligations with regard to vetting candidates as part of the recruitment process;
- If successful you agree that your data can be used to ensure that WPA can fulfil its obligations with regard to carrying out all necessary administration with regard to your employment, remuneration and the co-ordination of our Business Continuity Plans.

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If sending this application electronically the date will act as your signature

DD/MM/YY

Position you are applying for:

What are your salary expectations?

How did you hear about this position?

If from a WPA employee, please state their name:

Have you applied for a position at WPA previously? YES NO

If yes, what was the position and approximate date?

In the event of an emergency during a recruitment event please provide a contact name and telephone number below:

1. Your Personal Information

Title Mr Mrs Miss Ms Other (please state)

First name(s)

Surname

Previous names used (if applicable)

Preferred name

Email address

Mobile telephone no:

Home telephone no:

National Insurance number

Current address

Postcode When did you move to this address (MM/YY)

*If less than five years, please detail your address(es) for the previous five years below (including University accommodation if you have registered this address with any financial institutions). **Note:** if more space is required please continue using the Additional Information sheet.*

Previous address (1)

Postcode From (MM/YY) to (MM/YY)

Previous address (2)

Postcode From (MM/YY) to (MM/YY)

Previous address (3)

Postcode From (MM/YY) to (MM/YY)

2. Availability

Are you able to make your own transport arrangements to work? YES NO

Do you have any holiday booked in the next 3 months? If yes, please provide further details below. YES NO

If you are currently in employment, what is your notice period?

OR what is the earliest date you could commence employment? (DD/MM/YY)

For Customer Support Officer roles, are you able to commit to working shifts on a rotational basis that will include working a shift pattern between 8am and 7pm Monday to Friday and 9am to 12pm on a Saturday? YES NO

3. Personal Statement

Please use this space to provide us with further information about you that will support your application including why you want to work at WPA, what appeals to you about this position and what skills/knowledge/traits and qualifications you can bring to this role.

Note: If more space is required please continue using the Additional Information sheet.



Special Category Information

These details will be reviewed by the Personnel Services Team if you are successfully shortlisted.

Equal Opportunities

WPA is committed to ensuring that applicants and employees are treated equally and not discriminated against on the grounds of sex, race, pregnancy and maternity, marriage and civil partnership, religion or beliefs, sexual orientation, disability, gender reassignment or age. All information supplied will be treated in confidence.

The Equality Act 2010 defines a disability as a “physical or mental impairment which has a substantial and long-term negative effect on a person’s ability to do normal daily activities”. An effect is long-term if it has lasted, or is likely to last, over 12 months. A diagnosis of HIV infection, cancer or multiple sclerosis automatically meets the disability definition. Please contact the Personnel Services Team if you are disabled and need any adjustments for interview and/or selection testing.

Criminal Convictions and Credit History

Do you have any convictions, cautions, reprimands or final warnings which are not spent as defined by the Rehabilitation of Offenders Act 1974? YES NO

Do you have any convictions, cautions, reprimands or final warnings from a jurisdiction outside the United Kingdom which are not spent (or would not be considered spent) as defined by the Rehabilitation of Offenders Act 1974? YES NO

If yes, what was the nature of the offence?

What was the sentence?

Do you have any County Court Judgments (CCJ’s), Debt Relief Orders, IVAs or Bankruptcy Orders? If yes please provide details of amount and dates below: YES NO

Previous Employment History

Have you ever been subject to either a capability and/or disciplinary action (investigatory or warning) by an employer in the last two years? Please exclude capability if linked to disability (as defined above). YES NO

Have you ever been dismissed by an employer? YES NO

If yes to either of the above questions please provide further details below:



Additional Information

A large, empty rectangular box with a thin black border, intended for providing additional information.



Recruitment Process and your Data

Background information

It is important that you read this document carefully prior to submitting your application.

WPA would like to make sure that you have a full understanding of what information (i.e. data) we will request as part of this process, why we need such data, how we will handle such data and how we will look after such data.

Before submitting your application form, we ask that you familiarise yourself with the following requirements to ensure that you feel able to agree and comply with them. By submitting your application form, you will be providing WPA with your consent to use your data in the way described in this document.

WPA are a financial services firm authorised by the Prudential Regulation Authority (PRA) and regulated by the Financial Conduct Authority (FCA) and PRA. We therefore have an obligation to ensure that anyone we employ is competent to perform their duties and is also suitable, for example, that they can demonstrate good standards of ethical behaviour.

To achieve this, we complete thorough vetting as part of our recruitment process and we ask applicants to provide certain information so that these pre-employment checks can be carried out.

In the event that you are shortlisted and invited to visit WPA, you agree to comply with all prevailing data protection legislation. In addition, you agree not to divulge any information about WPA or its business (including the business of its subsidiary companies) to any third party, nor discuss your experiences on any social media sites.

Important information for you to consider when preparing your application form

All information provided will be verified through the thorough pre-employment checks that are undertaken. It is therefore advisable that you consider all of the below points when completing your application form:

- Any gaps on your CV must be explained;
- Any dates of employment (months and years) must be recorded correctly on your CV;
- Any qualifications including grades and years of study must be recorded correctly on your CV;
- Ensure that you can fulfil the essential requirements that are detailed for the position you are applying for, including qualifications/experience required;
- As accuracy is critical to our success, please fill out the form accurately and completely;
- In the event that you provide false information, or there are any unexplained discrepancies as a result of inaccurate information being provided, this could lead to your application being rejected or any future job offer being withdrawn, or the subsequent termination of your employment;

- Should you feel you require any additional support due to a disability, you are welcome to discuss this with the Personnel Services Team (PST) in confidence.

Information that will be used as part of the initial short-listing process

It is essential for any vacancy, that you review our requirements and submit a CV and a completed application form, which demonstrates the skills, experiences and/or personal traits you have and would be beneficial to you performing the role. The information you provide will be reviewed against our requirements by the PST and/or the manager(s) involved in the recruitment process for the role and initial short-listing will be based on this initial information.

You may also be asked to complete online testing which will evidence some basic skills such as general aptitude, numeracy and literacy. Dependent upon the circumstances, you will either be asked to complete this as part of the initial short-listing process or as part of an interview process. Your personal details such as name and email address will be submitted to an online supplier so that you can sit these tests.

If you pass the initial short-listing stage a credit check will be undertaken via an online credit consumer reporting agency. You will need to disclose full details of any County Court Judgments (CCJs), Debt Relief Orders, Individual Voluntary Arrangements (IVA) and/or Bankruptcy Orders registered against you. The results of this credit check will be reviewed by a member of the PST and if any disclosures are shown, these will be compared against the information provided within the application form and you may be asked to provide further context to establish whether it is appropriate for WPA to proceed with your application form.

If you successfully pass the above checks/short-listing, you will then be asked to take part in an online automated video interview through a supplier who works closely with WPA. Your personal details such as name and email address will be forwarded to them to facilitate this. The results will be reviewed by the PST and/or the manager(s) involved in the recruitment process.

If you have successfully passed the above initial short-listing, WPA will then invite you to attend a formal interview and selection process.

Interview process

As part of this process and to ensure that the PST can complete further pre-employment checks, you will be asked to bring with you to the interview the following documents (copies of which will be retained by the PST):

- Appropriate evidence of your eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006. Please refer to www.gov.uk for further information on what documents will be acceptable;

- Proof of your qualifications – so that the PST can verify qualifications that are cited on your CV (only originals will be accepted);
- Relevant reference contact details – to verify employment history information – our requirements will be sent to you with your invite to interview. References must cover at least two of your most recent employers for at least a two year period, however, WPA may request more references from you dependant on certain circumstances. Please note that referees ideally need to be from your Line Managers and/or the HR department;
- Proof of your National Insurance Number;
- Proof of your address in two forms, these must be official documents and no older than three months.
- Satisfactory social media checks are undertaken;
- Satisfactory fraud prevention checks;
- Proof of eligibility to work in the UK in accordance with the Immigration, Asylum & Nationality Act 2006;
- Satisfactory DBS report;
- References which verify your employment history;
- Proof of qualifications (please note that if you need to obtain replacement certificates this must be done within six weeks of the job offer being made and this will be at your own cost);
- Medical questionnaire being completed correctly; and
- Such other conditions as we deem appropriate to include in an offer of employment.

If you are required to prepare anything else in advance such as a presentation, you will be informed of this. Any material you provide as part of this additional screening process, will be used and retained by both the manager(s) involved in the recruitment process and the PST.

To assist with running a smooth interview and selection process, the appropriate sections of the application form (excluding the Special Category Information section) and CV will be forwarded to the manager(s) involved in the recruitment process.

Offers of employment

If you have been successful in your application, a job offer will be made, subject to the foregoing checks being undertaken to our satisfaction. In addition to these, a Disclosure and Barring Service (DBS) check through an online provider will be performed. The PST will forward to them your name, email address and confirmation that we have seen your identification documents. They will then contact you directly via email and you will be asked to answer certain questions in order for them to process this check. Once completed, the PST will then receive an email containing your DBS report.

The personal details we have collected from you will be shared with Cifas who will use it to prevent fraud, other unlawful or dishonest conduct, malpractice, and other seriously improper conduct. If any of these are detected you could be refused certain services or employment. Your personal information will also be used to verify your identity. Further details of how your information will be used by us and Cifas, and your data protection rights, can be found by contacting PST.

We envisage that we will occasionally hold information about criminal convictions. This is because we collect information about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so. We may collect such information as part of the recruitment process or we may be notified of such information while you are working for us. We will use information about criminal convictions to make decisions on the suitability for employment and whether such convictions are incompatible with the nature of the job. We are allowed to use such personal information in this way to carry out our legal and regulatory obligations, in particular those owed to the FCA and PRA to promote probity, fitness and propriety among our staff. Additionally, we may need to process such data for the purposes of carrying out legal rights and obligations in connection with employment, or you may consent to us processing such data.

Please note that any offer of employment made by WPA is subject to the following being undertaken/obtained to our satisfaction:

The reason WPA asks applicants to complete a medical questionnaire is to enable us to establish whether you can carry out the functions which are intrinsic to the work concerned. The completed medical questionnaire, upon being returned to PST, will be kept safe and only opened by an occupational health provider (OHP) of WPA's choosing when they are running their next surgery. This is to establish if any reasonable adjustments are required/can be made in relation your health. You will be invited to review this questionnaire with an OHP and you will be required to cooperate with this process as part of any job offer. If you choose not to cooperate with this process it could result in any job offer being withdrawn. After the medical questionnaire is reviewed, the OHP will forward to the PST a summary with any relevant information that is needed to ensure your welfare whilst at work.

Upon being offered a job at WPA, you will receive appropriate contractual paperwork and the PST will register your details with third parties such as WPA's payroll company and register your details with an online SMS business provider, so that we can contact you in the event of a Business Continuity situation.

We may also collect limited personal information as part of the recruitment process relating to members of your family or a partner where this is required so that we have contact details for next of kin in the event or an emergency.

If you will be an authorised user of a Company motor vehicle, it will be necessary for the Company to obtain and store a copy of your driving licence.

Any job offer is made subject to you understanding that if, as part of your ongoing employment, it is proven after investigation that you have committed any relevant fraud or criminal offence, we will record these details on relevant fraud prevention databases.

This information may be accessed and used by law enforcement agencies, by us and other organisations in the UK and other countries to prevent fraud.

Retention

If your application is unsuccessful, your application, all associated paperwork and checks carried out will be stored manually, and electronically in line with our policies.

If your application is successful, your application form, all associated paperwork and checks carried out will be transferred to your personnel file. Details will be kept securely for the duration of your employment (as relevant) and thereafter in line with our document retention policy.

Your other rights in connection with personal information

If you feel any of the data you provide us is incorrect, incomplete or is no longer required on your personnel record, then you have the right to notify the PST so that this can be looked into further. Upon looking into this, if WPA feels that the request for amendment is not appropriate, you will be informed accordingly.

You can also request erasure of your personal information which would involve you asking us to delete or remove personal information where there is no good reason for us continuing to process it.

You can request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.

Additionally, you can request the transfer of your personal information to another party as well as withdrawing your consent at any time. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

If you seek to exercise any of these rights, please contact the PST using the contact details provided below.

Obviously if you fail to provide certain information when requested, we may not be able to take the recruitment process with you any further (such as carrying out the checks detailed above).

Do you have any questions?

Should you have any queries or would like further information on any of the above before submitting your application, please contact the PST by emailing personnel.services@wpa.org.uk or by telephoning **01823 625315**, where a member of the team will happily assist you.



WESTERN PROVIDENT ASSOCIATION LIMITED

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