

Job Application Form

Please ensure that all parts of the application are completed in BLOCK CAPITALS

We would love to know more about you...

First Name:	_____	Last Name:	_____
Address: _____			

Email:	_____	Mobile No:	_____
Home Tel: _____			
For compliance of the Working Time Directive, we would appreciate it if you could indicate which age bracket you fall into: Under 16 <input type="checkbox"/> 16-17 <input type="checkbox"/> 18+ <input type="checkbox"/>			
<u>Eligibility to work in the UK & Ireland:</u> You must bring the original documentation if invited to an interview as evidence of your entitlement to work in this country. Failure to do so will invalidate your application. <i>Please confirm which of the following you have:</i>			
<input type="checkbox"/> British Passport or UK birth certificate & letter	<input type="checkbox"/> Certificate of registration / naturalisation as a British Citizen		
<input type="checkbox"/> Passport showing right to live & work in the UK	<input type="checkbox"/> EEC passport or identity card plus required work registration letter		
<input type="checkbox"/> Non-European passport with relevant work visa	<input type="checkbox"/> Any other document that supports your eligibility to work in the UK		

Have you got what it takes to be a great Mortgage Administrator?

Tell us 3 top qualities you have that will make you a great Mortgage Administrator.

Please give an example of when you have shown outstanding customer service:

Please give an example of when you have had to juggle workload, deadlines and priorities and how you handled it:

Please tell us why you would like this position and how you are suited to the role:

What have you been studying? List below your last 2 places of education / training, starting with the current or most recent.

Name & address of school or college	Qualification achieved or being studied

What have you been up to? List below your last 3 employers, starting with the current or most recent. Don't worry if this is your first job you will have a chance to share what else you have been involved in further down the application.

Name of employer and type of business:	Position:	Rate of pay:	Dates of employment:
What were your duties?		Reason for leaving:	
Manager's Name:	Telephone no:	Email:	

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What else have you been involved in...(for example Community work /sports teams/work experience)

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Are you coming back to us? (If you have previously worked for us, please tell us when and your reason for leaving)

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What's missing? Were there any gaps between any of the above jobs listed? If so, how long and why?

Length of gap:	Between which employers:	Reason:

Who'll vouch for you? Please give us the names of 2 people (not related to you), who can be contacted to provide a reference for you. At least one should be work related. If this is your first job, please give a tutor / lecturer's name.

Name:	Telephone Number:	Email:	How do you know this person?

Now for the formal part:

Have you ever been convicted of a criminal offence which is not a spent conviction within the terms of the Rehabilitation of Offenders Act 1974? If yes, please give full details.

My signature confirms that all the information given on this application form is true and complete. I understand that any falsification or deliberate omissions may disqualify my application or lead to my dismissal. I confirm that I am entitled to work in the UK & Ireland and can provide original documentation to confirm this. I understand that my employment is subject to references that are satisfactory to the employer.

Signed:

Date:

Thank you for applying to join our team!