

PRIVATE & CONFIDENTIAL

WREXHAM COUNTY BOROUGH CREDIT UNION Application for Volunteer Position A Curriculum Vitae Is Not Acceptable

Guidance Notes

This application form is an important part of the recruitment process. It is important that you complete all questions on the form, as all information provided will determine whether or not you will be invited for an interview.

Please complete the application form in full, writing clearly in black ink.

Application for the Post of Job Reference Closing Date Candidate Reference	Credit Union Volunteer	<u>Please Return to:</u> Credit Union Manager 51 King Street Wrexham LL11 1LA
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1. PERSONAL DETAILS

Mr / Mrs / Miss / Ms <i>Please delete as appropriate</i>	Surname _____	Forename _____
Name Commonly Known By _____	Maiden Name _____	
Other Names By Which You Have Been Known _____		
Reason For Change _____	Date of Change _____	
Date of Birth _____	Place of Birth _____	
National Insurance Number _____	Passport Number _____ <i>If National Insurance Number Not Available</i>	
Present Address _____		
_____		Postcode _____
Telephone	Day _____	Evening _____
<i>Please Include STD Codes</i>		
Email _____	Personal / Work	<i>Please delete as appropriate</i>
Email _____	Personal / Work	<i>Please delete as appropriate</i>
Do you have a full current Driving Licence?	Yes No	<i>Please delete as appropriate</i>
Do you have a car available for work?	Yes No	<i>Please delete as appropriate</i>

2 Previous Residential Addresses - If Your Address Has changed In The Last Three Years.
Please Provide Addresses For The Previous Three Years

Previous Address 1 _____		
_____		Postcode _____
Dates Resident At This Address (mm/yyyy)	From _____	To _____
Previous Address 2 _____		
_____		Postcode _____
Dates Resident At This Address (mm/yyyy)	From _____	To _____
Previous Address 3 _____		
_____		Postcode _____
Dates Resident At This Address (mm/yyyy)	From _____	To _____

3 Employment History For The Past Three Years – please provide details of your current employment. If you are not working at the moment, please indicate.

Employed <input type="checkbox"/>	Self-Employed <input type="checkbox"/>	Not-Employed <input type="checkbox"/>	Full-Time Education <input type="checkbox"/>
<i>Please indicate appropriate description with a tick in relevant box</i>			
Name of Employer _____			
Address _____			
_____			Postcode _____
Telephone Number _____			
Position Held _____		Date Started _____	
Brief outline of Duties _____			

4 Previous Employment

If you have been in your current position for less than three years or are unemployed at the moment please list below, starting with the most recent, all previous posts including any with your present employer. (If more previous employers, please continue on separate A4 sheet, Including your name)

Previous Employment – 1

Employed Self-Employed Not-Employed Full-Time Education

Please indicate appropriate description with a tick in relevant box

Name of Employer _____

Address _____

_____ Postcode _____

Telephone Number _____ Position Held _____

Date Started _____ Date Ended _____

Brief outline of Duties _____

Reason for Leaving _____

Previous Employment – 2

Employed Self-Employed Not-Employed Full-Time Education

Please indicate appropriate description with a tick in relevant box

Name of Employer _____

Address _____

_____ Postcode _____

Telephone Number _____ Position Held _____

Date Started _____ Date Ended _____

Brief outline of Duties _____

Reason for Leaving _____

5 Other Information – *The information under this section is required because volunteers will be in a position of trust. To protect the Credit Union and members from fraud and dishonesty we have to check to see if any applicants have any Criminal Convictions or are currently involved in any other criminal proceedings or investigations by any regulatory bodies.*

Have you any County Court Judgements or Court Decrees (Scotland only) registered against you now or in the past?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you any convictions or charges pending against you by a court (Military or Civil) for offences (other than minor motoring offences unless resulting in disqualification) which are not spent convictions under the Rehabilitation of Offenders Act 1974 or the equivalent Offshore Island legislation or been subject to penalties for tax evasion?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever been declared bankrupt or had any judgement for debt entered against you, or had any statutory demand for debt served on you?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you resigned or been dismissed from any of your previous employers or your current employers for any reason or a reason connected with a breach or an alleged breach of the Financial Services Act 1986 or the Financial Services and Markets Act 2000 or any other Financial Services legislation rules or any criminal conviction?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you resigned from any previous employment whilst subject to an internal investigation?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever been disqualified as a company Director?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever had any involvement as a Director, Company Secretary or Partner with a financial services Business that has ceased to trade, gone into insolvency, liquidation or administration in the last three years? If yes, please give details:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes to any of the above please give details:		

6 Declaration

I confirm that the information supplied in this form is true, and understand that if any of the information is found to be false, any offer may be withdrawn, or voluntary work be terminated.

I give my permission to any credit checks being carried out. This search may be recorded by the credit reference agencies but it will not be used by other lenders or insurers when assessing lending or insurance risks, although it may be used for debt tracing and to prevent money laundering.

Your Signature _____ **Date** _____

We are pleased to confirm that the information given in this application form by any candidate will be used for the purpose for recruitment only and that will not be divulged to any other party, unless the information is required to prevent fraud or a criminal act.