

Application Form

Candidate Name: _____



ABOUT YOU!

Position Applied For.....

Surname.....Forename(s).....

Home Telephone Number.....

Daytime Telephone Number (If different from above).....

Email Address.....

Home Address.....

.....

.....Post Code.....

Full Time

Part Time

Preferred Hours.....

Are any of your immediate family employed by Ikano?

Yes

No

If yes, please state who.....

Education – Schools/Colleges/University

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Education Qualifications

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Present/Most Recent Employer

Employer.....

Job Title..... Date of Joining.....

Outline of Responsibilities.....

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Salary: £..... Total Benefits Package: £.....

Reason for leaving/Why are you looking to leave?

Date of Leaving..... Current Notice Period.....

Previous 5 Years Work Experience (latest first)

Any gaps in employment must be explained

Employer	Job Title	Reason for Leaving	Dates From/To

Training Courses/Professional Qualifications

Disability

Ikano will not ask candidates about their health or any disability during the recruitment process. However, should you require any special arrangements to be made at interview, please advise us below.

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If you wish to discuss this further or if you have any specific questions about the interview process, please contact the Human Resources Department on 0115 955 1610.

Pre-employment Screening

All offers of employment will be subject to pre-employment screening. This will be carried out by Powerchex Limited and will include full financial checks, identity checks, criminal records checks, five year reference history, verification of highest academic and professional qualifications and FSA Register, Bank of England Terrorist checks and media checks.

Ikano will also check your details with/against fraud prevention databases. Should our investigations identify fraud or the commission of any other criminal offences by you (on your part) when applying for, or during the course of your employment with us, we will record details of this on fraud prevention databases. This information may be assessed from the UK and other countries and used by law enforcement agencies and by us and other employers (and potential employers) to prevent fraud. Please contact the Human Resources Department if you want to receive details of the relevant fraud prevention databases through which we share information.

Please note that if Ikano discovers adverse credit in your name, this may result in failure of the pre-employment screening. Failure to pass the above checks will result in an offer of employment being withdrawn. Please contact the Human resources Department if you are concerned about any of the above or feel that there is any reason you may not pass the above checks.

Why do you want the job? What experience and attributes do you feel you will bring to the company and the position?

(Please continue on another sheet and attach to application if you wish)

Supplementary Information

If you have a current criminal conviction, please give details. You need not include motoring convictions unless your driving licence had a current endorsement, and as a result the position you are applying for requires you to drive. You need not include convictions which are 'spent' under the Rehabilitation of Offenders Act, 1974.

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Are you legally entitled to work in the UK? Yes No

(Please note that you will be required to bring proof of your eligibility to work in the UK to any interview which you attend)

Where did you hear about the position?

- Ikano's website
- Other websites (please state which).....
- Job Centre Plus
- Recruitment Agency
- Recruitment Fair
- Friend/Contact/Networks
- Other (Please specify)

What Next?

New and exciting career prospects await you, so don't hesitate, take this opportunity to apply
Post or email you completed application for to:
HR Department, Ikano Financial Services Ltd
Adam House, Players Court, Player Street, Nottingham, NG7 5LN
Jobs@Ikano.net 0115 955 1610

Data Protection Act 1998

Information held about all individuals is covered by the Data Protection Act 1998. Ikano is registered under the Data Protection Act 1998 and is committed to fulfilling its obligations under this Act.

If you are unsuccessful in the recruitment process of your application and any other information obtained as part of the recruitment process, will be kept securely on file by the Human Resources Department for 6 months unless you specifically request that it be removed.

Declaration

To the best of my knowledge and belief all the particulars I have given are true. I understand that any false statement may disqualify me from employment or render me liable to dismissal. I also understand that all offers of employment are subject to the completion of satisfactory pre-employment screening and that no offer of employment made to me will be binding unless confirmed in writing.

Signed..... Date.....

Equal Opportunities

Please note that this section will not be provided to the recruiting manager

Please state vacancy being applied for.....

We are wholeheartedly committed to the development of positive policies which will promote equal opportunities in employment and oppose all forms of unlawful or unfair discrimination on the grounds of age, pregnancy, colour, race, nationality, ethnic or national origin, sex gender re-assignment, marital or civil partnership status, sexual orientation or disability. It is in the best interests of Ikano and all those who work for the company to ensure that the human resources, talents and skills available through out the community are considered when employment opportunities arise. We will seek to maintain a workforce which broadly reflects the community in which we operate.

Every possible step will be taken to ensure that individuals are treated equally and fairly and that decisions on recruitment, selection, training, promotion and career development are based solely on objective and job related criteria.

Head of Human Resources

Age & Ethnic Origin

Ikano is seeking to offer equal opportunities in recruitment to all; in order to monitor our progress on this you are asked to provide the following information.

Please tick the box that best describes your ethnic origin:

- White Black-Other Groups Black-Other Groups
 Indian Black-Caribbean Chinese
 Pakistani Black-African Other

Please tick the box that your age range falls in:

- 16 - 25 26 - 35 36 - 45
 46 - 55 56 - 65 66 +

Please tick the box:

- Male
 Female