

EMPLOYMENT APPLICATION FORM

Thank you for your interest in applying for a role at Lockyer Commercial Ltd. Please return this form to: Martin Weaver, Lockyer Commercial Ltd, Unit 7, Silkwood Park, Fryers Way, Wakefield. WF5 9TJ or e-mail to: martin@lockyers.co.uk.

Please refer to the Company's Fair Processing Notice for Applicants found at www.lockyers.co.uk for information on how your personal data will be processed. The Company will also process data in accordance with its Data Protection Policy and Record Retention and Erasure Policy.

SECTION 1: PERSONAL DETAILS

Position applied for:	
Business/division:	
Location:	
How were you aware of the position? E.g. job board, social media advert	

Forename(s):	
Surname:	
Telephone number (home):	
Mobile number:	
E-mail:	
Address line 1:	
Address line 2:	
Address line 3:	
Address line 4:	
Postcode:	

Do you have any relatives working for the company? If yes please tell us the relatives name(s) and relationship(s)	Yes / No
<i>If the position you are applying for requires you to drive:</i>	
Do you hold a current full driving licence?	Yes / No
Do you have any current endorsements on your licence? If yes, please provide details:	Yes / No
Are there any restrictions on your right to work in the UK? If yes, please provide details:	Yes / No
Has your address changed in the last 3 years?	Yes / No
If yes, please provide your addresses including postcodes, with dates of residence for the previous 3 years: <i>Please continue on a separate sheet if needed</i>	

SECTION 2: EDUCATION, TRAINING & PROFESSIONAL QUALIFICATIONS

Please complete all relevant information below:

	Subject/Qualification(s) and grade(s):
Secondary school(s):	
Further/Higher Education:	
Other training course(s):	

Are you a member of a professional body? If yes, please provide details:	Yes / No
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SECTION 3: EMPLOYMENT HISTORY

Please complete all relevant information below:

Name and address of current/most recent employer:	Date of joining (month/year): Reason for leaving: If you are no longer employed please give date of leaving (month/year):
Business type: Position held:	Brief details of salary and employee benefits (i.e. pension details, medical insurance, car, bonus):
Brief description of responsibilities:	

Previous Employers – please continue on a separate sheet if required:

Name and address of employer:	Date of joining (month/year): Date of leaving (month/year): Reason(s) for leaving:
Position held and brief description of responsibilities:	

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Position held and brief description of responsibilities:	

SECTION 4: REFERENCES

The Company will require receipt of at least two satisfactory references including from your current employer, previous employer(s) and/or educational establishments. The Company will determine whether the references are considered satisfactory. Before any referees are approached the Company will obtain your written consent.

Referee name:	Company/education name and address:
Job title (if relevant):	
Relationship:	
Telephone:	E-mail address:

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Job title (if relevant):	
Relationship:	
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SECTION 5: FITNESS & PROPRIETY

The Company is regulated within the Financial Services Industry. An answer 'Yes' to any of the following questions does not automatically preclude an offer of employment. The Company may however wish to discuss any 'Yes' answers with you before making a decision to make an offer of employment. Please use a separate sheet of paper where necessary. Failure to state correct information may result in the withdrawal of an offer of employment or may lead to termination of your employment.

Do you have any judgement debts (including County Court Judgements – CCJs) made under a court order still outstanding whether in full or in part? If yes please provide details:	Yes / No
Have you ever failed to satisfy any such judgement debts within one year of making of the order? If yes please provide details:	Yes / No
Are you aware of anybody's intention to begin proceedings likely to lead to a County Court Judgement - CCJ? If yes please provide details:	Yes / No
Have you, or have you ever been, the subject of any bankruptcy proceedings, or proceedings for the sequestration of the applicants estate? If yes please provide details:	Yes / No
Have you ever entered into a deed arrangement or an 'individual voluntary arrangement' (or in Scotland a trust deed) or other agreement in favour of any creditors, or are you currently doing so? If yes please provide details:	Yes / No
Have you any outstanding financial obligations arising from regulated activities, which you have conducted in the past, whether in the United Kingdom or overseas? (in the case of advisors, this will include any outstanding liabilities arising from commissions paid for the sale of packaged products that have lapsed). If yes please provide details:	Yes / No
Have you ever been convicted of any offence involving fraud, theft, false accounting, offences against the administration of public justice (such as perjury, perverting the course of justice and intimidation of witnesses or jurors), serious tax offences or other dishonesty or an offence, whether or not in the United Kingdom)?* If yes please provide details:	Yes / No
Have you any convictions for any offences other than those listed above (in accordance with the Rehabilitation of Offenders Act 1974), whether or not in the United Kingdom (excluding traffic offences unless these resulted in a ban from driving or involved driving without insurance)? If yes please provide details:	Yes / No
Are you, whether directly or indirectly, engaged or concerned or interested in any other business activity? Do you have any plans to do so? Please include any additional roles with another employer. If yes please provide details:	Yes / No
Do you currently have a 'non-expired' live disciplinary sanction (or is action pending – formally or otherwise), or have you been censured or fined by the employer, professional trade organisation or any other supervisory body (e.g. Network)? If yes please provide details:	Yes / No

**This does not apply to convictions which are spent in accordance with the Rehabilitation of Offenders Act 1974. Any information given will be completely confidential and, if relevant, will be considered only in relation to this application for employment. However, please be aware that when applying for certain positions we have the right under the Rehabilitation of Offenders Act 1974 (Exemptions Order 1975) to ask about unspent criminal convictions. Should we need to enquire about unspent convictions we will contact you separately (either before an offer is made or at any time during the currently of your employment).*

SECTION 6: AUTHORISATION (BUSINESS DIRECTOR/EXECUTIVE DIRECTOR LEVEL ROLES ONLY)

Have you ever been registered as the Authorised Person by the Financial Conduct Authority (FCA) organisation or any recognised professional body (currently or previously)? If yes please provide details:	Yes / No
Have you ever, whether personally, or in respect of any undertaking of which you are or have been a partner, senior manager or controller, held and had revoked, refused or withdrawn:	
a. Any approval granted by the FCA?	Yes / No
b. Any authorisation, membership of or registration by any regulatory body or other professional body?	Yes / No
c. Any authorisation to carry on insurance, investment or banking business?	Yes / No
d. From any fiduciary office or position of trust (whether remunerated or not)?	Yes / No
e. Permission to act as a Director of a company or from acting in the management or conduct of the affairs of any undertaking?	Yes / No
If you have answered yes to any of the above, please provide details:	

SECTION 7: ADDITIONAL INFORMATION

Please use this space to detail what knowledge, skills and experience you have that present you as suitable for this position.

SECTION 8: DECLARATION

Please read this information and declaration carefully before signing.

Information from this application will be processed for the purposes of recruitment and selection. The Company treats personal data collected during the recruitment process in accordance with the Data Protection Act 2018. Information about how your data is used and the basis for processing your data is provided in the Company's Fair Processing Notice for Applicants.

Please note if an offer of employment is made, this will be subject to a number of conditions outlined to you that must be satisfied. This may include but is not limited to receipt of satisfactory references, eligibility to work legally in the UK, proof of relevant qualifications, satisfactory completion of a credit check and criminal records check. The Company will obtain your consent first before approaching any third parties to undertake pre—employment checks.

Applicant declaration:

I declare that the information given in this application is to the best of my knowledge complete and correct. I understand that any false or misleading information may result in withdrawal of an employment offer or dismissal.

Signed: _____

Print name: _____

Date: _____