



Section 1: How we use this information

Pre- employment screening

It is the Policy of the Bank of Ireland Group (the "Bank") that if you apply for a job with the Bank that you agree to undergo a pre-employment screening process. The nature of this pre-employment screening process will include verifying your eligibility to work in the Republic of Ireland or the United Kingdom and electronic searches of information already available in the public domain. Such information may include the following: sanction lists, criminal records, lists of politically exposed persons, embargo lists, Companies Office records, etc. Information and data produced as a result of the pre-employment screening are referred to in this form as Disclosures.

All successful applicants based in the United Kingdom will be subject to a Basic Financial Check. This will provide us with information including data from the electoral register to verify Date of birth, where appropriate, publicly available data to reveal any adverse information, including County Court Judgments, Bankruptcies, Voluntary Arrangements etc and will ascertain whether a candidate holds any current or previous directorships or is currently disqualified.

Equal Opportunity

The Bank is an equal opportunities employer. The Bank undertakes not to discriminate unfairly against you in respect of the subject matter of Disclosures made pursuant to the pre-employment screening process or any other information revealed during the recruitment process. Our aim is to ensure that all candidates are treated fairly and that no individual is discriminated against on the grounds of age, disability, race, gender, religion, marital status, family status, sexual orientation, or membership of the travelling community.

Data Protection

Any personal data, or sensitive personal data, contained in this application form and Disclosures will be processed by the Bank in accordance with the Data Protection Acts 1988 and 2003. This personal data will be collected, used and retained by the Bank only for the purposes of assessing your application for employment with the Bank and/or the administration of any subsequent employment. This information may be kept by the Bank after such employment ceases for as long as it is legitimately necessary and may be shared with the Bank of Ireland Group for the purposes of administration related to your employment.

Additional documentation required during the recruitment process:

Prior to commencing employment, successful candidates are required to:

- ❖ Provide original documentation in relation to the required educational qualifications, Proof of NI number (UK only), proof of identity (passport), confirmation of work eligibility (Employment Permit, GNIB Card) and proof of address.
- ❖ Provide additional documentation where applicable depending on the nature of the role, i.e. driving licence, professional body membership/qualification, proof of Minimum Competency Code (MCC) and CPD compliance etc. Candidates are advised of specific requirements at the beginning of the selection process.
- ❖ Provide referee details, which are satisfactory to the Bank's reference policy (Current employer, plus one other relevant employer).

PLEASE COMPLETE THE REQUIRED INFORMATION USING BLOCK CAPITALS

Section 2: Personal Details

Full Name: (Incl. Title)	
Previous Names: (Changed by marriage / deed poll)	
PPS / NI Number:	
Home address:	
Email address:	
Mobile phone number:	
Landline:	

Section 3: Employment History

Please give details of all positions held in at least the past 5 years up to and including your current/most recent job. Please give details for any gaps in employment greater than 3 months.

CURRENT POSITION

(Please note referees will not be contacted until you give your consent at job offer stage)

Dates of employment:

Company Name:

Department & Job Title:

Reason for leaving:

PREVIOUS POSITIONS

Dates of employment:

Company Name:

Department & Job Title:

Reason for leaving:

Dates of employment:

Company Name:

Department & Job Title:

Reason for leaving:

Have you ever worked for the Bank of Ireland Group, either directly or through an agency? Yes No
If yes, please give details below.

Position: Department:

Line Manager:

Have you ever been dismissed? Yes No

If yes, please give details below.

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Section 4: References

All Bank of Ireland job offers are subject to two satisfactory employment reference checks. Your references should come from your current employer and one other appropriate referee from a previous employer. If you do not have a previous employer, or have only worked for one employer for the duration of your employment to date, please give alternative referee details. All referees will be contacted once a job offer has been made and accepted.

Name of Referee:	1.	2.
Company:		
Job Title:		
Reporting Relationship (if not your direct line manager)		
Landline Telephone No:		
Contact Email Address:		

Section 5: Previous Convictions

Have you ever been convicted of any offences involving fraud, dishonesty, breach of trust, tax offences or of aiding and abetting tax evasion in the Republic of Ireland, UK or elsewhere?

Yes No

Detail

Answering yes to this question will not automatically preclude your employment by the Bank. This will depend on the nature of the role and the circumstances and background of your convictions. The Bank will treat fairly and reasonably any subject of a Disclosure on the basis of a conviction, or other information revealed.

Section 6: Tax

I confirm that my tax affairs are in order Yes No

Section 7: Employment Permits

Do you require an employment permit to work in the Republic of Ireland or UK? Yes No

If yes please give details	Permit Type	Stamp No. / Tier No.	Expiry Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Declaration

I declare that all the information provided on this form and any attached forms or CV is accurate and true.
By signing this declaration I understand and agree that:

- ❖ An offer of employment is subject to verification of educational qualifications, proof of identification, employment permit (where applicable), electronic screening and additional documentation referred to in Section 1.
- ❖ Any offer of employment is subject to the receipt of two satisfactory references, one from a current employer and one from a previous employer. The Bank reserves the right to request a reference from a particular previous employer. Referees will be contacted once a job offer has been made and verbally accepted.
- ❖ Any deliberate misrepresentation or omission could result in the withdrawal of any offer of employment (if successful), or in dismissal should employment have commenced.
- ❖ Data including sensitive personal data, whether contained in this form, or derived from the Bank's verification processes and checks and elsewhere, may be processed for the purpose of the Bank's legitimate business purposes, including assessing my application for employment and for the administration of any subsequent employment. This information may be kept after any such employment ceases (in accordance with the relevant Data Protection legislation) and may be shared with the Bank for the purpose of administration associated with my employment, but will not be retained for any longer than this purpose. I explicitly consent to the processing of my personal data for the purpose set out in this paragraph. I understand that this application will not be considered without such consent.

Signature:

Date:

Office Use Only:

Thank you for taking the time to complete this Application Form. Please ensure that all sections of the form have been completed in full and return it to the Hiring Manager at interview stage. If you have any queries regarding the completion of this form please contact Group Resourcing at recruitdirect@boi.com



Supplementary page to be completed by applicants for UK roles only

- Salutation -

- Forename -

- Middle Name(s) -

- Surname -

- Have you ever used any other names including maiden name or had your name changed by deed poll?
 - Please confirm other name and dates known as this name

- Date of Birth -

- Please supply your address history for the last 3 years? (Full Address, including postcode to be provided alongside To and From Dates - this is compulsory)

- Address -

- Address -

- Address -

- Address -

- Have you ever received any County Court Judgments or Individual Voluntary Arrangements against you?
 - Please provide any additional notes

- Have you ever been declared bankrupt, if so please provide details?

- Do you have any current or previous directorships?