

STRICTLY CONFIDENTIAL WHEN COMPLETE  
**Documentation CHECK-LIST**

Type of check	Acceptable documentation		
<b>Proof of Right to Work (PORTW)</b>	<b>Foreign Workers</b> <input type="checkbox"/> Passport with Validated Work Visa or Employment Pass	<b>Non-citizen Indians/Person of Indian origin</b> <input type="checkbox"/> Passport (with embedded photograph) with valid Employment Visa <input type="checkbox"/> PIO (Person of Indian Origin) card <input type="checkbox"/> Work Permit (with embedded photograph)	<b>Indian citizens</b> <input type="checkbox"/> Passport (with embedded photograph) <input type="checkbox"/> Work Permit (with embedded photograph) <input type="checkbox"/> PAN Card (with embedded photograph) <input type="checkbox"/> Voters' ID Card (with embedded photograph) <input type="checkbox"/> Aadhaar card, or <input type="checkbox"/> Birth Certificate (with Name)
<b>Proof of Identity (POI)</b>	<input type="checkbox"/> Passport (with embedded photograph) <input type="checkbox"/> Driving License (with embedded photograph, provisional or temporary documents is NA) <input type="checkbox"/> PAN Card (with embedded photograph) <input type="checkbox"/> Voters' ID Card (with embedded photograph) <input type="checkbox"/> Aadhaar card <input type="checkbox"/> Birth Certificate (With Name)		
<b>Proof of Residency (POR)</b>	<input type="checkbox"/> Passport <input type="checkbox"/> Driving License (with embedded photograph, provisional or temporary documents is NA) <input type="checkbox"/> Aadhaar card <input type="checkbox"/> Voters' ID Card <input type="checkbox"/> Utilities Bill (Gas/Electricity/Water/Fixed line broadband/Fixed line telephone only – not mobile) <input type="checkbox"/> Bank/Credit Card Statement <input type="checkbox"/> Bank Loan document (personal/housing/education/consumer durables only) <input type="checkbox"/> Insurance Policy or Correspondence <input type="checkbox"/> <b>Tenancy Agreement (NA for out-stationed candidates)</b> or Hostel Receipt or Hostel Confirmation Letter <input type="checkbox"/> Society Maintenance Bill or Confirmation Letter <input type="checkbox"/> Vehicle Registration Document <input type="checkbox"/> Valid Proof of Address Card issued by the Govt of India, Dept of Posts <input type="checkbox"/> In absence of a valid proof, Residence Declaration Form to be filled for Physical Verification (Page Number – XXX) <input type="checkbox"/> If Candidate is unable to present one of the above mentioned documents as they live with their parents or Spouse, the following evidence may obtained: <ul style="list-style-type: none"> <li>○ If living with parents; PORTW acceptable document that reflects the candidate's full name and Parents' full name + a Valid POR acceptable document in Parents' full name.</li> <li>○ If living with husband/wife; Marriage certificate that shows employees full name and husband/wife's full name AND POR acceptable document in husband/wife's full name.</li> </ul> <input type="checkbox"/> Applicable to 'Freshers' only: If students have been living in temporary accommodation during their studies, their permanent address needs to be evidenced.		
<b>Proof of Activity (POA)</b>	<b>Please provide documents establishing activities to cover past 2 years (PLEASE NOTE: 3 documents per employment required)</b>		
	<b>Work Experience</b> <input type="checkbox"/> Professional Reference Employment Check by directly verified with current and/or previous employer(s) <input type="checkbox"/> Experience or Service Certificate <input type="checkbox"/> Offer or Appointment letter <input type="checkbox"/> Latest Salary Revision Letter <input type="checkbox"/> Relieving Letter or an Acceptance of Resignation documents <input type="checkbox"/> Confirmation of Employment Letter <input type="checkbox"/> Last 3 months Salary Slips	<b>Any gap in activity during last 2 years for more than 3 months</b> <input type="checkbox"/> Evidence of redundancy or retrenchment <input type="checkbox"/> Evidence of job applications and correspondence (including declines) <input type="checkbox"/> Formal registration with an employment agency <input type="checkbox"/> For gap due to marriage: Marriage certificate <input type="checkbox"/> For gap due to travel: Immigration stamp/s in the passport or formal documentation from a recognised travel company/airline evidencing travel for the period in question <input type="checkbox"/> For gap due to childcare activity: Child's Birth Certificate, or Adoption Certificate <input type="checkbox"/> For gap due to medical reasons: Letter from recognized medical practitioner or hospital <input type="checkbox"/> For gap to pursue education: Online transcript/Education Mark sheet/Passing Provisional Certificate/Degree Certificate/Receipts/Registration slip/Letter/Statement/Matriculation Card – issued by the University/College/Professional Education Institute	
<b>Proof of Education (POE)</b>	<input type="checkbox"/> Highest Education Certificate <input type="checkbox"/> Final Degree Certificate or Provisional Certificate <input type="checkbox"/> Education Mark sheet (All Semesters/Years) <input type="checkbox"/> Verified by 3rd Party PES Supplier directly with the educational institution on highest relevant degree/qualification		
<b>Note:</b> <input type="checkbox"/> Additional screening checks may be included in order to establish an individual's integrity and financial standing; e.g. Criminal, Bankruptcy and Regulatory checks, Global Dataset check. The inclusion of additional checks is dependant upon the legislative and regulatory frameworks applicable for the role.			

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FADV Reference No.		Applicant ID / SR No.	

## Candidate Privacy Notice

For the purposes of recruitment RBS<sup>1</sup> needs to collect and process information about candidates. RBS will be the data controller in respect of the processing of this information. This notice is intended to provide you with information about the processing of your information for recruitment purposes only. (We have a separate notice for Employee Information)

### 1. WHAT INFORMATION DO WE COLLECT?

In our candidate selection process we collect and use information that you volunteer, for example information you include in your CV or may post on jobseekers websites and job boards. In considering your application, we will only collect and use the information that we need in order to process your application. The types of information RBS collects and processes in relation to candidates may include (subject to local requirements) the following:

- Name
- Contact details
- Candidate status
- Work history/job data
- Education and qualifications
- Compensation
- Employer feedback/references
- Nationality/visa/right to work permit information
- Administrative and national identifying numbers (e.g. passport, driving licence, National Insurance numbers)
- Results of screening checks (e.g. credit history, criminal records checks where permitted under local law) – see Section 2 below for more information about screening checks collectively known as “Candidate Information”)

Some categories of Candidate Information warrant greater protection (“Sensitive Candidate Information”), which include information relating to a person’s:

- Physical or mental health or condition (including genetic data)
- Sexual orientation
- Trade union membership
- Racial or ethnic origin
- Political opinions
- Religious or philosophical beliefs
- Criminal history (including commission or alleged commission of a criminal offence)

RBS only collects this information: (i) where permitted by local law (e.g. for the purposes of equal opportunities monitoring); and (ii) where necessary for recruitment for the role you are applying for. If required by local law, your consent may be requested for the processing of this information.

### 2. SCREENING CHECKS

As part of the Selection process, RBS performs a number of screening checks, where permitted by local law. These checks are only performed on candidates who have been selected for a role. Your consent will be requested before screening checks are performed.

#### 2.1. Criminal records checks

Given the nature of our business, we have legal and regulatory obligations to ensure that the people we employ can be relied upon to handle client money and information responsibly. We therefore ask questions about any prior civil or criminal proceedings you may have been subject to and may also conduct criminal record checks.

#### 2.2. Credit reference agencies

We will undertake searches about you at credit reference agencies who will supply us with information, including information from the electoral register, in support of our recruitment decision. The agencies will record details of the search but will not make them available for use by lenders to assess your ability to obtain credit. We may use scoring methods to assess this application and to verify your identity.

<sup>1</sup> For the purposes of this document RBS means all entities within the RBS Group (including entities in which an RBS entity has a ≥50% interest or a controlling interest).

You have the right of access to your personal records held by credit reference agencies. We will supply their names and addresses upon request.

#### 2.3. Fraud prevention agencies

To prevent or detect fraud, or assist in verifying your identity, we may now and periodically make searches of Group records and at fraud prevention agencies. Should our investigations identify fraud or the commission of any other criminal offence by you (on your part) when applying for, or during the course of your employment with us, we will record details on this on fraud prevention databases. This information may

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be accessed 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 us if you want to receive details of the relevant fraud prevention databases through which we share information.

### 2.4. Regulatory screening

In order to comply with our legal and regulatory obligations in relation to anti-money laundering and sanctions restrictions, we will screen your name against global sanctions lists. The screening will simply involve searching our internal and third party databases to ensure you are not on a sanctioned list. We are not able to employ anyone on a sanctions list.

In addition, in order to comply with our legal obligations relating to anti-bribery and corruption, we will also perform searches and ask questions to assess whether there is a potential bribery or corruption risk to the role based on your personal and political associations. If there is a risk we will look to assess what additional internal controls we need to put in place to reduce that risk.

### 3. HOW WILL YOUR INFORMATION BE USED?

This information will only be processed in relation to considering your application for a role with RBS, as described below, and in accordance with applicable local laws.

#### 3.1. Information Collection

RBS may use external service providers to collect, process and/or validate Candidate Information. RBS requires that any such external service provider will ensure adequate protection for Candidate Information and complies with local legal requirements.

RBS may collect candidate feedback and opinions periodically (e.g. surveys) for business purposes, such as improving processes. You are free to choose whether to respond to these surveys or not to respond and will not suffer reprisals for your decision.

#### 3.2. Disclosure Within RBS

To operate as a global business, it may be necessary for us to share Candidate Information between RBS businesses (e.g. as some of our processes are centralised). This may involve transferring Candidate Information outside your country of residence, and potentially to countries which are not regarded as providing an adequate level of protection for personal data by your local legislation. Processing and/or transfer of Candidate Information and release of information within RBS and/or to third parties outside your country of residence is subject to local law and, where required, will be subject to your consent, and we will ensure that adequate security measures and other local legal requirements are met.

#### 3.3. Disclosure to Third Parties

RBS may be obliged to disclose certain Candidate Information to third parties such as Government Authorities.

It may be necessary to disclose certain Candidate Information to a supplier or contractor organization supplying services on RBS' behalf which require the use and/or creation of Candidate Information.

It may also be necessary to disclose Candidate Information so as to protect the legal interests and other rights of RBS (for example, recording your information on an external fraud database if the information you have provided is fraudulent).

### 4. HOW DO WE PROTECT YOUR INFORMATION?

The RBS Group has policies and procedures in place, including a mandatory Information Security policy, which require that Candidate Information is protected with physical, technical and procedural safeguards that are proportionate to the sensitivity of the personal information which we store. These safeguards are designed to protect your personal information from loss and unauthorized access, copying, use, modification or disclosure. RBS will ensure that third parties who process your information on our behalf also have equivalent or greater safeguards in place.

The RBS Group also has a mandatory Records Management policy which requires that data is kept for no longer than is required and is then securely destroyed.

### 5. YOUR RIGHTS

Under your local law you may have the right to access the information that RBS holds about you (subject to certain legal limitations). To do this you should send a request in writing to your RBS recruitment contact. Similarly, if you are concerned with the accuracy or completeness of any Candidate Information, and you wish to rectify it, please notify your RBS recruitment contact

You are encouraged to ensure that the Candidate Information you provide to RBS is kept up to date and amend any information which is inaccurate or out of date.

## APPLICATION FORM

**INSTRUCTIONS:**

1. Please complete all sections within this document in CAPITAL letters.
2. The information you provide must be complete and correct and shall be treated in strict confidence and used for pre-employment screening (PES) purposes.
3. All details furnished in this form must completely tally with the copy of resume provided
4. All fields are mandatory to fill
5. Please do not use short forms / abbreviations

Please attach recent  
passport size  
photograph

### A. PERSONAL/ CONTACT DETAILS

**This section requests information used for company records and to administer your benefits**

**A1. Full Name (first, middle, last)**

**Please expand initials in your name and mention as per your Id proof -- As the same would be used in our Employment records**

Title (Mr./Mrs./Ms.)	First Name	Middle Name	Last Name

**Other Known Names** (please list/declare ALL known names, if applicable)

[illegible]

Date of Birth: (dd/mm/yyyy) _____/_____/_____	Nationality:
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Gender: ☐ Male ☐ Female

Marital Status: ☐ Single ☐ Married ☐ Widowed ☐ Divorced

## A2. Contact Details (mention the STD code)

Mobile Number:	Home Telephone Number:	Personal Email Address:
<input type="text"/>	<input type="text"/>	<input type="text"/>

### A3. Alternate Contact Details

Name:	Relationship:
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Address:	
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Contact No:	(Work)	(Home)	(Mobile)
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Email:
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## B. PRE-EMPLOYMENT SCREENING

**PRE-EMPLOYMENT SCREENING**  
This section requests information for pre-employment screening purposes

## B1. Proof of Right To Work

Do you have the legal right to work in India? ☐ Yes ☐ No

In case of Non- Indian Candidate please Confirm details including any Work Permit/Visa details and dates have been provided	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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## B2. Proof of Residency

- Please detail in the space below your full address history (including postcodes) for the last two years including India and International stay.
- This must include any temporary or student addresses.
- Please note any omissions or gaps may result in a delay to the process.

Current Address Details	Address proof submitted <input type="checkbox"/> Yes <input type="checkbox"/> No	Permanent Address Details <input type="checkbox"/> Tick if same as current address
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Block No. & Unit No:	Block No. & Unit No.:
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Street name:	Street name:
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City/State:	City/State:

Country:	Zip/Postal Code:	Country:	Zip/Postal Code:

Period of Stay at Current Address		Period of Stay at Permanent Address	
From	To	From	To

(date/month/year)	(date/month/year)	(date/month/year)	(date/month/year)

1) Other Address Details in past 2 years		2) Other Address Details in past 2 years	
Block No. & Unit No:		Block No. & Unit No.:	
Street name:		Street name:	
City/State:		City/State:	
Country:	Zip/Postal Code:	Country:	Zip/Postal Code:
Contact Number:		Contact Number:	
Period of Stay at the above address		Period of Stay at the above address	
From (date/month/year)	To (date/month/year)	From (date/month/year)	To (date/month/year)

3) Other Address Details in past 2 years		4) Other Address Details in past 2 years	
Block No. & Unit No:		Block No. & Unit No.:	
Street name:		Street name:	
City/State:		City/State:	
Country:	Zip/Postal Code:	Country:	Zip/Postal Code:
Contact Number:		Contact Number:	
Period of Stay at the above address		Period of Stay at the above address	
From (date/month/year)	To (date/month/year)	From (date/month/year)	To (date/month/year)

**B. PRE-EMPLOYMENT SCREENING (Cont'd)****B3. Proof of Activity – Employment History**

- Please provide details of your previous employment history – covering the last 2 years. Please list the current or most recent employer first.
- We require a full record of your activity for the past 2 years and will ask you to provide evidence to support this.
- Ensure that you are descriptive wherever necessary – e.g. If your previous company is closed down, please do mention it. Telephone Number with specific location code, Employee Code/ ID/ Number is mandatory. If your previous employer did not provide the Employee ID, please mention and state reasons for the same.
- Employment details should be of the company you are on payrolls of, not of a company you are deputed to on an assignment with. In case you are showing employments experience in a skill enabling or professional Training institute the same should only be shown if you were on the payrolls of such an institute.
- Any gaps in employment must be explained and supporting evidence must be provided.
- Please use **Section D** if you require more space.
- If more than 3 previous employments, please attach details on **Section D**

**CURRENT EMPLOYMENT**

Note: Verification of your Current Employment would be obtained on or after joining RBS.

<b>Employed via Agency</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Agency (if applicable) Name</b>			
<b>Company / Client Name</b> (If employed via agency)		<b>Company Address</b>		
<b>Contact Number</b> (Board Line Number)		<b>Employee Code or Personnel No. or Social Security No.</b> (Mandatory if worked in USA)		
<b>(1) Designation</b> <b>(2) Department</b>		<b>Reason for leaving</b>		<b>Please tick if employed overseas</b> <input type="checkbox"/>
<b>Employment Type</b> <input type="checkbox"/> Permanent <input type="checkbox"/> Contract		<b>Employment Period</b>	<b>Start Date</b> (DD/MM/YY)	<b>End Date</b> (DD/MM/YY)
<b>Reporting Details</b>	<b>Manager Name</b>	<b>Manager's Designation &amp; Department</b>	<b>Manager Contact Number</b>	<b>Manager Email Id</b>

PREVIOUS EMPLOYMENT				
Employed via Agency <input type="checkbox"/> Yes <input type="checkbox"/> No	Agency (if applicable) Name			
Company / Client Name (If employed via agency)		Company Address		
Contact Number (Board Line Number)		Employee Code or Personnel No. or Social Security No. (Mandatory if worked in USA)		
(1) Designation (2) Department		Reason for leaving		Please tick if employed overseas <input type="checkbox"/>
Employment Type <input type="checkbox"/> Permanent <input type="checkbox"/> Contract		Employment Period	Start Date (DD/MM/YY)	End Date (DD/MM/YY)
Reporting Details	Manager Name	Manager's Designation & Department	Manager Contact Number	Manager Email Id

PREVIOUS EMPLOYMENT				
Employed via Agency <input type="checkbox"/> Yes <input type="checkbox"/> No	Agency (if applicable) Name			
Company / Client Name (If employed via agency)		Company Address		
Contact Number (Board Line Number)		Employee Code or Personnel No. or Social Security No. (Mandatory if worked in USA)		
(1) Designation (2) Department		Reason for leaving		Please tick if employed overseas <input type="checkbox"/>
Employment Type <input type="checkbox"/> Permanent <input type="checkbox"/> Contract		Employment Period	Start Date (DD/MM/YY)	End Date (DD/MM/YY)
Reported to:	Manager Name	Manager's Designation & Department	Manager Contact Number	Manager Email Id

PREVIOUS EMPLOYMENT				
Employed via Agency <input type="checkbox"/> Yes <input type="checkbox"/> No	Agency (if applicable) Name			
Company / Client Name (If employed via agency)		Company Address		
Contact Number (Board Line Number)		Emp Code / Personnel No. / Social Security No.(Mandatory if worked in USA)		
(1) Designation (2) Department		Reason for leaving		Please tick if employed overseas <input type="checkbox"/>
Employment Type <input type="checkbox"/> Permanent <input type="checkbox"/> Contract		Employment Period	Start Date (DD/MM/YY)	End Date (DD/MM/YY)
Reported to:	Manager Name	Manager's Designation & Department	Manager Contact Number	Manager Email Id

**B. PRE-EMPLOYMENT SCREENING (cont'd)****B4. Proof of Activity (cont'd)**

Please account for all gap in activity greater than 3 months during the past 2 years with document proof

Start (mm/yyyy)	End (mm/yyyy)	Reason

**B5. Education Check (and Relevant Professional Qualifications)****IMPORTANT:**

- 1) A copy of mark sheet and degree certificate **MUST** be attached & data should be correct
- 2) Please mention your academic qualifications in the reverse chronological order (Highest to Lowest)

Qualification Obtained	Name of School/College/ University Attended	Academic Year		ID/ Roll number	Program	Percentage/ Marks Obtained	Please mark if qualification obtained from abroad
		Start (MM/ YYYY)	End (MM/ YYYY)				
		(MM/ YYYY)	(MM/ YYYY)		<input type="checkbox"/> Full time <input type="checkbox"/> Distance Learning <input type="checkbox"/> Part time <input type="checkbox"/> Lateral Entry		<input type="checkbox"/>
		(MM/ YYYY)	(MM/ YYYY)		<input type="checkbox"/> Full time <input type="checkbox"/> Distance Learning <input type="checkbox"/> Part time <input type="checkbox"/> Lateral Entry		<input type="checkbox"/>
		(MM/ YYYY)	(MM/ YYYY)		<input type="checkbox"/> Full time <input type="checkbox"/> Distance Learning <input type="checkbox"/> Part time <input type="checkbox"/> Lateral Entry		<input type="checkbox"/>
		(MM/ YYYY)	(MM/ YYYY)		<input type="checkbox"/> Full time <input type="checkbox"/> Distance Learning <input type="checkbox"/> Part time <input type="checkbox"/> Lateral Entry		<input type="checkbox"/>
		(MM/ YYYY)	(MM/ YYYY)		<input type="checkbox"/> Full time <input type="checkbox"/> Distance Learning <input type="checkbox"/> Part time <input type="checkbox"/> Lateral Entry		<input type="checkbox"/>

Please complete this section only if information is relevant to the role you have applied for

Type of Training/Professional Course	Institution	Qualification	Year Attained

**C. OTHER INFORMATION**

This section requires you to declare to the questions below as they might have an impact on your suitability for the role.

For any answers marked with "YES", please specify the explanation in the Section D.

**C1. Conflict of Interest**

1. Are any of your immediate family members (i.e. parents, spouse, children, siblings) working in a financial institution (including RBS)? If Yes, please specify in the space below (i.e. name of the financial institution which he/she is working in, his/her position, function, department and location of work)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. If your response is "Yes" to Qn 1) above, would there be any potential conflict of interest? Please explain briefly in the space below on reasons why there would/wouldn't be any potential conflict of interest.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Are there any past engagements by yourself that may arise/are ongoing that if the bank were made aware of may have a bearing on your ability or suitability for this role? If Yes, please provide details.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Are you currently engaged in any other business either as a sole proprietor, partner, offer, director, trustee, employee, agent or otherwise?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**C2. Previous Employment**

5. Have you ever been dismissed, suspended or asked to resign from any employment? If Yes, please specify	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Have you been employed in RBS before? If Yes, please specify in the space below (i.e. position, function, department and location of work).	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**C3. Violation of law**

7. Have you ever been convicted on a Court of Law in India or in any other country or contravened or abetted another person in breach of any laws? If Yes, please specify.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. Have you ever been declared a bankrupt, or is a discharged bankrupt or entered into a compromise scheme of arrangement with your creditors because of financial difficulties?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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9. Have you ever been arrested, charged, or held by any law enforcement agency for violation of any law? (Include all court-martials while in military service if applicable. Driving offences are excluded). If Yes, please list all charges in the space below, even if they were dismissed.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10. Are you being subject to any legal/civil proceedings, garnishments, judgements, tax investigations, bad debts or investigation or censure by any regulators? If Yes, please give particulars in the space below.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
11. Are you willing to travel within India or overseas if required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12. Are you willing to work in shifts?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

D. ADDITIONAL SPACE	
Section	Additional Information



**E. DECLARATION AND AUTHORISATION****Giving your consent (Please read the following statements carefully and sign below)**

I understand and agree that any appointment is conditional on the verification, to The Royal Bank of Scotland's (RBS) satisfaction, of the information I have provided and that this information is true and complete to the best of my knowledge.

I can confirm that I did not resign or was not dismissed from my previous employment/appointment as a result of any allegation or a conviction involving fraud, dishonesty or violence or for any connection with a breach (or alleged breach) of any of the regulatory organisation rules.

I hereby authorise RBS, or an agent acting on its behalf, to verify information presented, and to the extent permitted by law, to procure investigative and credit history reports for that purpose here, and if appropriate, overseas.

I hereby give my permission for RBS or its subsidiary companies or their appointed agents:

- To carry out such searches as may be necessary, including searches of credit reference agencies, fraud prevention agencies and Global Sanctions Lists, in order to verify the information presented in this application.
- To apply for any reference relating to any previous education or qualification, employer or employment as detailed in this form
- To apply to the relevant body for confirmation of my period(s) of unemployment and details of any benefit(s) paid where applicable.
- To apply to my accountant/solicitor for a reference and to confirm I have been self employed, employed by a family member or a company of which I am the owner/significant shareholder.
- To perform a criminal record check to verify the details I provided.
- To transfer/process my information outside of my country of residence

I consent to these details being held in confidence by RBS, for the purposes of processing my application, ongoing personnel administration (where applicable) and any other purposes detailed in this form.

I will promptly notify RBS of any material changes in the information which I have provided and confirm that I will inform RBS in writing of the details of such changes and any other relevant/material information of which I may become aware at any time after the date of this declaration.

**Declaration**

I declare that I have read and understood the explanation as to how the personal information I have provided on this form will be processed. By signing this form, I consent to the processing in the manner described.

I confirm that the information I have given is correct and to the best of my knowledge. I understand that the subsequent discovery of any false or misleading information may lead to the withdrawal of any offer or, if so established after commencement of employment, disciplinary action up to and including dismissal. I note that to attempt to gain employment by deception is a criminal offence.

I confirm my understanding and acceptance of all statements in this declaration.

Signature of Applicant \_\_\_\_\_ Date - (DD/MM/YYYY)

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RC Code		Department	
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