



## **Job Application**

Private and Confidential



**APPLICATION**

Position applied for (*please specify jurisdiction*) .....

How did you hear about this vacancy .....

Salary expectations for this role .....

Do you have any friends/relatives currently working for the company? Yes  No

Names of the individuals currently employed by Abacus Trust Group .....

Have you applied to Abacus Trust Group before? Yes  No

When? ..... What position? .....

If you have any holidays planned in the next 12 months, please advise us of the dates  
.....  
.....

**PERSONAL DETAILS**

Title Mr  Mrs  Miss  Ms  Other (please specify)

Surname .....

Forenames .....

Home Address .....

Number of years at current address .....

Contact telephone .....

Email address .....

Is a work permit required Yes  If yes, until what date? ..... No

**EMPLOYMENT HISTORY**

 Current or most recent position (*if any*) .....

 Name and address of employer .....  
 .....  
 .....

 Nature of business and number employed .....  
 .....

Dates of employment From ..... To .....

Reasons for leaving .....

Current position ..... Current benefits:

Date of last promotion ..... Pension? Yes / No

Life Assurance? Yes / No

Current salary ..... Medical insurance? Yes / No

Health insurance? Yes / No

Date of last salary review ..... Car parking space? Yes / No

Last bonus amount (if appl) ..... Any other benefits .....

Holiday entitlement ..... Notice Period .....

Ongoing study/training support (if so, please provide details, incl costs / next exam date(s))

.....

**MEMBERSHIPS (photocopied evidence must be provided)**

Professional Body	Membership Number	Date Admitted	Grade of Membership

**OTHER**
Software used (please specify name & version of package, e.g. Office 365, SharePoint, Windows XP)  
 Please tick level of proficiency.

Software	Introductory	Proficient	Expert

 Foreign languages .....  
 (*state proficiency*) .....

**OTHER INFORMATION**

Are you a director or non-executive director of any company or a pension trustee?  
*(paid or unpaid)*

Yes  No

If yes, please give details

.....  
 .....

Have you held a 'Key Persons' role within an organisation and been approved by the relevant Financial Services Authority?

Yes  No

If yes, please advise date when last verified *(kindly state the name of the Authority)*

.....  
 .....

Do you have a criminal conviction that is NOT considered spent in accordance with the legal requirements of the relevant jurisdiction?

Yes  No

If yes, please state the nature including the offences, judgements and dates

.....  
 .....

If you answer YES to any of the following questions, please provide further details on the Additional Information page.

	<b>Yes</b>	<b>No</b>
Are you currently the subject of any criminal proceedings?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been the subject of any disciplinary investigation or disciplinary action by a previous employer?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been barred from entry to, or disciplined by, any professional body or occupation?	<input type="checkbox"/>	<input type="checkbox"/>
Have you had any previous name(s) by which you have been known?	<input type="checkbox"/>	<input type="checkbox"/>
Is there any outstanding civil litigation against you?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been declared bankrupt?	<input type="checkbox"/>	<input type="checkbox"/>



## REFERENCES

Any offer of employment is conditional upon satisfactory references and proof of qualifications being obtained.

Please provide two references.

REFEREES WILL NOT BE APPROACHED UNTIL AN OFFER OF EMPLOYMENT HAS BEEN ACCEPTED AND NOTICE HAS BEEN GIVEN TO YOUR CURRENT EMPLOYER.

Name	Name
Email address	Email address
Position	Position
Company	Company
Address	Address
Relationship to candidate	Relationship to candidate

**DECLARATION***Paper applications only*

I declare that to the best of my knowledge, the information contained in this form and my CV is true. I understand that if any details are found to be false my contract of employment may be withdrawn.

I understand that information from this form and my CV will be held electronically and manually for employment purposes subject to the requirements of the EU General Data Protection Regulations (GDPR) and other applicable local data protection laws. I have read and understand the Privacy Policy on the Abacus Trust Group website.

Signature  Date

*Electronic applications only*

By ticking the box below I declare that to the best of my knowledge, the information contained in this form and my CV is true. I understand that if any details are found to be false my contract of employment may be withdrawn.

I understand that information from this form and my CV will be held electronically and manually for employment purposes subject to the requirements of the EU General Data Protection Regulations (GDPR) and other applicable local data protection laws. I have read and understand the Privacy Policy on the Abacus Trust Group website.

Signature  Date   
(tick the box)



**ADDITIONAL INFORMATION**

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

Please forward all completed application forms to HR on the address below. Should you have any queries HR can be contacted on the following details:

Email [hr@abacustrustgroup.com](mailto:hr@abacustrustgroup.com)

*Data Protection - Your privacy is important to us and we are committed to protecting and respecting it. Please refer to the Privacy Policy on our website [www.abacustrustgroup.com/privacy-policy/](http://www.abacustrustgroup.com/privacy-policy/) - Our Privacy Policy provides an explanation as to what happens to any personal data that you provide to us or that we collect from you. It is important that you read this Privacy Policy together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal data about you, to ensure that you are fully aware of how and why we are using your personal data. This Privacy Policy supplements our other notices and does not override them. We may update this Privacy Policy from time to time so please review it periodically.*

**[www.abacustrustgroup.com](http://www.abacustrustgroup.com)**

Abacus Trust Company Limited is licensed by the Isle of Man Financial Services Authority.  
Abacus Financial Services Limited is licensed by the Isle of Man Financial Services Authority.  
Abacus Tax Limited is registered as a designated business with the Isle of Man Financial Services Authority.