



Job Application

PRIVATE & 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	Pension?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Date of last promotion	Life Assurance?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Current salary	Medical insurance?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Date of last review	Permanent Health Insurance?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Bonus Notice Period

Number of holidays Other benefits

MEMBERSHIPS (photocopied evidence must be provided)

Professional Body	Membership Number	Date Admitted	Grade of Membership

OTHER

Software used (please specify name and version of package, e.g. Word 02, Excel 2, 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.

	Yes	No
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 OR YOUR PRIOR CONSENT HAS BEEN OBTAINED.

Name	Name
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
(tick the box)

Date



ADDITIONAL INFORMATION

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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

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/ - 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.



info@abacustrustgroup.com

www.abacustrustgroup.com

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