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| **Candidate Preferred/Given Name** | Click or tap here to enter text. |
| **Position Applied For** | Click or tap here to enter text. |
| **Date** | Click or tap here to enter text. |

**Personal Information**

|  |  |  |
| --- | --- | --- |
| **Title** | | Click or tap here to enter text. |
| **Full Name (all forenames & surname)** | | Click or tap here to enter text. |
| **Telephone** | *Mobile* | Click or tap here to enter text. |
|  | *Landline* | Click or tap here to enter text. |
| **eMail Address** | | Click or tap here to enter text. |
| **Home address** | | Click or tap here to enter text. | |

**Other Information**

|  |  |
| --- | --- |
| **Do you have, or expect to have in the near future, a second job or secondary income source, either formal or informal, which will be in addition to the role being applied for? *If yes, please give brief details below.*** | Yes  No |
| Click or tap here to enter text. | |

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| **Do you have any social media platforms in your name that we should be aware of i.e. Facebook, LinkedIn, etc*. If yes, please provide a link to each social media page.*** | Yes  No |
| Click or tap here to enter text. | |

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| **Do you consider yourself to have a disability? *If yes, please tell us if there are any ‘reasonable adjustments’ we can make to assist you in your application or with our recruitment process.*** | Yes  No |
| Click or tap here to enter text. | |

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| **Do you hold a valid driving licence?** | Yes  No |

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| **In the past 12 months how many sick days have you taken?** | None  Less than or 5  More than 5 |

**Employment History -** *please provide your present and previous employment history going back 6 years (please use separate pages if needed)*

**No approach will be made to your present employer before an offer of employment is made to you.**

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| **Current / Most Recent Employer** | | | | |
| **Employer Name** | Click or tap here to enter text. | | | |
| **Address of Employer** | Click or tap here to enter text. | | | |
| **Post Code** | Click or tap here to enter text. | | | |
| **Reference Contact Name** | Click or tap here to enter text. | | | |
| **Contact e-Mail** | Click or tap here to enter text. | | | |
| **Current Job Title** | Click or tap here to enter text. | | | |
| **Brief description of duties** | Click or tap here to enter text. | | | |
| **Current / Most recent pay** | Click or tap here to enter text. | | | |
| **Dates Employed** | *From* | Date | *To* | Date |
| **Reason for Leaving** | Click or tap here to enter text. | | | |

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| **Second Most Recent Employer** | | | | |
| **Employer Name** | Click or tap here to enter text. | | | |
| **Address of Employer** | Click or tap here to enter text. | | | |
| **Post Code** | Click or tap here to enter text. | | | |
| **Reference Contact Name** | Click or tap here to enter text. | | | |
| **Contact e-Mail** | Click or tap here to enter text. | | | |
| **Current Job Title** | Click or tap here to enter text. | | | |
| **Dates Employed** | *From* | Date | *To* | Date |
| **Reason for Leaving** | Click or tap here to enter text. | | | |

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| **Third Most Recent Employer** | | | | |
| **Employer Name** | Click or tap here to enter text. | | | |
| **Address of Employer** | Click or tap here to enter text. | | | |
| **Post Code** | Click or tap here to enter text. | | | |
| **Reference Contact Name** | Click or tap here to enter text. | | | |
| **Contact e-Mail** | Click or tap here to enter text. | | | |
| **Current Job Title** | Click or tap here to enter text. | | | |
| **Dates Employed** | *From* | Date | *To* | Date |
| **Reason for Leaving** | Click or tap here to enter text. | | | |

Please continue on a separate sheet if necessary

**Professional Qualifications**

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| **Qualification Title** | **Awarding Body** | **Date Achieved** |
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| **Do you hold a Statement of Professional Standing (SPS)?** *For adviser roles only* | Yes  No  N/A |

**Academic Qualifications**

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| --- | --- | --- |
| **Qualification Title** | **Level** | **Date Achieved** |
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**Employment Matters**

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| **Have you been subject to or notified of any potential proceedings of a disciplinary nature (whether or not the proceedings resulted in any finding against you)?** | Yes  No |

|  |  |
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| **Have you EVER been the subject of an investigation into allegations of misconduct or malpractice in connection with any business activity?**  *(Either internal investigation by an authorised firm, as well as by a regulatory body)* | Yes  No |

|  |  |
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| **Have you Ever been refused entry to, or been dismissed, suspended or requested to resign from, any professional, vocation, office or employment, or from any fiduciary office or position of trust whether or not remunerated?** | Yes  No |

|  |  |
| --- | --- |
| **Have you EVER had any material complaints made against you by your clients or former clients which you have accepted, or which are awaiting determination or have been up held by an ombudsman or complaints scheme?** | Yes  No |

|  |
| --- |
| **If you have answered YES to any of the above please provide details** |
| Click or tap here to enter text. |

**Supporting Statement**

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| --- |
| **Please tell us why you have applied for this job and why you think you should be considered for this position** *(please use separate pages if needed)* |
| Click or tap here to enter text. |

**Declaration**

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| --- | --- |
| **I can confirm that to the best of my knowledge the above information is correct. I accept that providing deliberately false information could result in my dismissal.** | |
| **Print Name** | Click or tap here to enter text. |
| **Signature** |  |
| **Date** | Click or tap here to enter text. |