

This is the first stage of our selection procedure

Position applied for:

How did you hear of this vacancy?

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

Names:

Have you applied to Abacus before? **Yes/No**

When? What position?

Personal			
Title: (Mr/Mrs/Miss/Ms)		<i>(Please underline preferred name)</i>	
Surname:		Forenames:	
Home address:		Telephone:	
Post code:		Home:	
How long have you lived at this address?		Business:	
If less than 5 years, please provide previous address(es):		<i>(Discretion is assured)</i>	
		Mobile:	
		Email:	
Date of birth:	Place of Birth:	Nationality:	National Insurance no.:
Is an Isle of Man work permit required: Yes/No		Do you have a clean driving licence? Yes/No	Disabilities:
If yes until what date?			RDP No:
What is your current state of health:			
Do you currently suffer from any medical impairments/illnesses:			
.....			
How many days absence from work have you had in the past 2 years?			
Have you ever had a serious illness? Yes/No . If yes provide brief details:			
.....			
Have you ever at any time pleaded guilty to or been found guilty of any offence by a civil or military court, other than a minor motoring offence? Yes/No			
Please give details including particulars, the court by which you were convicted, the offence, the penalty imposed and date of conviction			
.....			
.....			

Membership of professional organisations (photocopied evidence must be provided)Examinations (for secretarial positions RSA and other secretarial qualifications to be listed)

Examining body	Member status	Examinations	Date passed	Number of attempts

Memberships

Professional bodies	Membership number(s)	Date(s) admitted	Grade(s) of membership

Education (photocopied evidence must be provided)

Name and address of schools and college/university	From	To	Level of examination	Subject	Grade

Other Exam/Professional Certificates (photocopied evidence must be provided)

Employment history

Current or most recent position:

Name and address of employer:

Current position:

Date of last promotion:

Current salary: £.....

Date of last review:.....

Bonus:

Holidays:

Pension: **Y/N?**

Nature of employer's business and number employed:

Life Assurance **Y/N?**

Med Ins. **Y/N?**

Dates of employment:

Permanent Health Insurance **Y/N?**

From:

Notice Period:

To:

Other Benefits

Reasons for wishing to leave:

Employment prior to position above: (please continue on separate sheet if necessary)

If there are any gaps in your employment history, please explain.

Name and address of employer(s)	Dates	In what capacity	Final salary	Why left

Details of experience

Type of work e.g. trust, corporate, administration, tax, etc	Total time on this type of work	Nature of experience. Please give details, including type and size of clients, your level of responsibility and number of staff controlled

Other experience (Give details of any experience you consider relevant to your application)

Are you a director or non executive director of any company or a pension trustee (whether paid or unpaid) **Yes / No**

If yes please give details:

Have you held a 'Key Persons' role within an organisation **Yes/ No**

If yes please give details:

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

Please tick level of proficiency.

Software	Introductory	Proficient	Expert

Foreign languages (state proficiency):

Other capabilities, specialised training or experience:

Secretarial Applicants

Typing speed wpm Audio speed wpm

Shorthand speed wpm

Availability/Motivation

When could you commence employment?
Do you have any holidays arranged in the next 12 months? **Yes/No** Please give dates:
Salary expected: £.....

State in your own words why you have applied to Abacus and give any further information you may think is of importance. Please state career objectives over the next five years. (continue on further information sheet if required)

Hobbies/Interests

Give details:

References

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

Give names and addresses of two companies/individuals to whom references may be made.

One must be your existing employer. The second should be from your most recent previous employer, or, if not possible, a personal reference from a professional person can be considered. However, please state why the previous employer cannot be approached for a reference. Abacus employees are not acceptable as referees.

Referees will not be approached until you have accepted an offer of employment with us (or your prior consent has been obtained).

Name:

Position:

Company:

Address:

.....

.....

.....

Relationship to candidate:

Name:

Position:

Company:

Address:

.....

.....

.....

Relationship to candidate:

Declaration

I certify that the information in this application is true. I understand that this information may be verified as part of my application and that any resulting contract of employment may be withdrawn on the grounds of its inaccuracy.

Signature: Date:

Further Information